

# UNIVERSITY OF SOUTH CAROLINA BEAUFORT

## 2011-2012 STUDENT HANDBOOK

The 2011-12 Student Handbook provides information about student rights and responsibilities, a listing of available student services and other information that will make attending the University of South Carolina Beaufort (USCB) more enjoyable. This Handbook is for informational purposes only and does not constitute any contractual agreement between a student and USCB. Registration at the University assumes the student's acceptance of all published regulations, including those appearing in this and all other official publications.

The University reserves the right to make changes in curricula, degree requirements, course offerings or academic regulations at any time when, in the judgment of the faculty, the President or the Board of Trustees, such changes are in the best interest of the students and the University.

USCB provides equal opportunity and affirmative action in education and employment for all qualified persons regardless of race, color, religion, sex, national origin, age, disability or veteran status.

USCB is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award baccalaureate and associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097 or call 404-679-4500, or [www.sacscoc.org](http://www.sacscoc.org), for questions about the accreditation of the University of South Carolina Beaufort.

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## UNIVERSITY OF SOUTH CAROLINA BEAUFORT

### MISSION

The University of South Carolina Beaufort (USCB), a small (1,000 to 3,000 students/fall headcount enrollment) senior campus of the state's largest public university, brings the University of South Carolina's statewide mission of teaching, research, scholarship and public service to the rapidly growing Low country of South Carolina. USCB offers baccalaureate degrees responding to regional needs, draws upon regional strengths and prepares graduates to participate successfully in communities here and around the globe. The campus also supports the USC Extended Graduate Campus, which provides local access to graduate courses and programs.

USCB offers programs in mathematics and the natural sciences, humanities, and professional and social sciences. Its curriculum is designed to promote acquisition of knowledge and, through it, the intellectual dispositions and skills that encourage depth of understanding, tolerance of others and individual accountability. Attracting a racially and culturally diverse student body of varying ages and experiences, the University of South Carolina Beaufort draws its students primarily from the South Carolina Lowcountry, with representation from other parts of the state, other states, and foreign countries. The University encourages students to think analytically and abstractly, to explore options, to see similarities, to be open to differences, to communicate effectively, and to respect each individual. The major intellectual and cultural center for the region, the University enriches the quality of life for area residents of all ages through presentations of the performing and fine arts, community service, symposia, research initiatives, and partnerships with area schools, businesses and organizations.

*Approved by USC Beaufort Faculty Organization December 7, 2001*

*Approved by USC Board of Trustees February 8, 2002*

*Revision approved by USC Beaufort Faculty Organization February 20, 2004*

*Revision approved by USC President Andrew A. Sorensen March 1, 2004*

*Revision approved by USC Board of Trustees April 21, 2004*

*Revision approved by SC Commission on Higher Education January 8, 2008*

## CHANCELLOR'S WELCOME



Welcome to the University of South Carolina Beaufort.

As a new student on a growing campus, you will help shape the future of USCB. Your talents, interests and academic focus will make USCB a stronger, more exciting community—in the classroom, in campus life activities and on the athletic fields.

As you pursue your studies, the faculty and I challenge you to achieve excellence in the classroom. With small class sizes and faculty who create a teaching and learning environment that fosters student success, you have a unique academic opportunity. Each semester we recognize students who earn President's and Chancellor's List honors; what academic goals will you set for yourself?

Get involved with student life and campus leadership opportunities. Our Student Government Association leads the student body and provides input to university policy decisions. Join one of the clubs—or collect a group of friends and propose a new one to the SGA. If it meets the guidelines, you'll get a charter and a start-up budget.

Explore our campuses and the communities that surround them. Our Historic Beaufort campus offers classes on the banks of the intra-coastal waterway and within easy walking distance of the downtown Historic District. Our Hilton Head Gateway campus captures the dynamic growth and cosmopolitan flavor of that international resort. All around us are the beautiful Sea Islands, marshes and beaches of the South Carolina Low country. Enjoy the lovely setting in which we live and work while you are at USCB.

The faculty, staff and I welcome you to the University of South Carolina Beaufort and wish you success in the coming academic year.

Sincerely,

A handwritten signature in cursive script, reading "Jane T. Upshaw".

Jane T. Upshaw, Ph.D.  
Chancellor

**University of South Carolina Beaufort:  
A History of Growth and Opportunity  
HISTORY AND MISSION  
OF THE UNIVERSITY OF SOUTH CAROLINA BEAUFORT**

The University of South Carolina Beaufort, a senior campus of the state's flagship public university system, brings the University of South Carolina's statewide mission of teaching, research, and public service to the Lowcountry of South Carolina. USCB offers baccalaureate degrees that respond to regional needs, draw upon regional strengths, and prepare graduates to contribute successfully in communities locally and around the globe. The curriculum is designed to promote acquisition of knowledge and the intellectual dispositions and skills that encourage depth of understanding, tolerance of others, and individual accountability.

USCB has one of the oldest traditions of higher education in the nation, dating to the 1795 charter of Beaufort College. An act of the South Carolina legislature authorized the college to confer degrees in the liberal arts or sciences "usually conferred in other colleges in Europe and America." The curriculum focused on theoretical science. When the original college building was constructed in 1802, the motto was chiseled onto the cornerstone: "Virtue, Liberty and Science." Four valedictorians of the South Carolina College (which became the University of South Carolina) and two valedictorians at Harvard before the Civil War came from Beaufort College.

Beaufort underwent a profound social revolution during the Civil War-- which gave rise to Beaufort College's second legacy: serving as headquarters for the Freedman's Bureau. From 1865 to 1872, this federal agency brought public education to newly freed slaves.

In 1959 another act of the South Carolina legislature created the Beaufort campus of the University of South Carolina. This outreach offered courses in the Beaufort College Building and the local military bases.

In 1994 International Paper gave eighty acres of land to build an additional full-service campus of the University of South Carolina Beaufort in the region's highest growth area, at the gateway to Hilton Head Island. Beaufort and Jasper county governments agreed to help finance construction of this new campus.

In 2004, with the approvals of the Board of Trustees of the University of South Carolina, the South Carolina Commission on Higher Education and the Southern Association of Colleges and Schools, USCB was accredited as a Level II baccalaureate degree granting university. Classes at the Hilton Head Gateway Campus began in August 2004 in the Hargray Building. On-campus student apartments on the new campus opened in the fall of 2005. The Science and Technology Building opened in 2005 and a technology-infused library was dedicated in the spring of 2006. USCB began competing in the National Association of Intercollegiate Athletics in 2007. The Hilton Head Regional Health Care Health Professions Facility opened in January 2009. The state's newest four-year university, the University of South Carolina Beaufort offers baccalaureate degrees in the liberal arts, sciences and professions and gives students access to engineering programs through a partnership with the Georgia School of Technology in Savannah. USCB offers continuing education programs and Osher Lifelong Learning Institute programs throughout the region.

USCB's location in the beautiful sea islands of South Carolina offers students a remarkable educational environment rich in history, culture and coastal ecology. USCB's location is also the fastest-growing region of the state and is the doorstep to an international resort destination—an area bustling with energy and opportunity. It is no surprise that South Carolina's newest university is also its most rapidly expanding university.

## ACADEMIC CALENDARS FOR 2011-2012

### **FALL 2011** (16wk classes - B/Y002)

CLASSES BEGIN **AUGUST 18**

LAST DAY TO ADD/DROP/WITHDRAW WITHOUT GRADE OF 'W' **AUGUST 24**

LATE REGISTRATION BEGINS **AUGUST 25**

LABOR DAY (NO CLASSES) **SEPTEMBER 5**

TO DROP WITHOUT GRADE OF 'WF' **OCTOBER 7**

LAST DAY TO APPLY FOR DECEMBER GRADUATION **APRIL 25, 2011**

FALL BREAK (NO CLASSES) **OCTOBER 20 – OCTOBER 21**

THANKSGIVING BREAK (NO CLASSES) **NOVEMBER 23-27**

CLASSES END **DECEMBER 2**

FINAL EXAMS **DECEMBER 5 – DECEMBER 12**

*ALL DATES ARE SUBJECT TO CHANGE. Please refer to the USCB website at [www.uscb.edu](http://www.uscb.edu)*

### **SPRING 2012**

CLASSES BEGIN **JANUARY 9**

MARTIN LUTHER KING JR. SRV DAY (NO CLASSES) **JANUARY 16**

TO APPLY FOR MAY **2012** GRADUATION **DECEMBER 2, 2011**

SPRING BREAK (NO CLASSES) **MARCH 4 – MARCH 11**

CLASSES END **APRIL 23**

FINAL EXAMS APRIL **24 – MAY 1**

COMMENCEMENT USCB **APRIL 27**

FOR REGISTRATION DATES PLEASE REFER TO THE USCB WEBSITE.

## **STUDENT DEVELOPMENT AND SERVICES**

The Student Development and Services mission is twofold: (1) guiding students through the University's administrative process and (2) serving students by providing co-curricular and extra-curricular activities that contribute positively to the college experience. Inherent in these are the ongoing support of students as they address the challenges of academic life and providing access to opportunities to improve the leadership skills needed upon graduation. As partners in the educational process, Student Development and Services offers services and programs to complement and enrich the classroom experience of a diverse student population and which prepare students to take an active role in achieving their intellectual and personal potential.

### **ADMISSIONS OFFICE**

The Office of Undergraduate Admissions admits students to USCB and handles transfer credit from other institutions. This office also determines residency for fee-payment purposes.

The University of South Carolina Beaufort has adopted the recommendation of the Centers for Disease Control (CDC), and the American College Health Association (ACHA) that all first year (incoming freshmen, under the age of 25) students provide proof of immunization with Menactra or provide a Meningitis Waiver Form declining the vaccine after reading the risks and hazards of bacterial meningitis as a condition of enrollment.

### **Proof of Citizenship**

USC students must present proof of citizenship or lawful presence in the U.S. before enrolling. This policy has been adopted by the University in order to comply with section 59-101-430 of the South Carolina Code of Laws, as amended, which requires that lawful presence in the United States is verified before enrollment at any public institution of higher education. Verification of immigration status for non-citizens will be conducted by International student officials. For other students, a proof of citizenship verification process has been adopted to deter and prevent false claims of citizenship by unlawful aliens attempting to evade the eligibility requirements of section 59-101-430. Students who are not verified as citizens during the Federal financial aid application (FAFSA) process must present proof of citizenship in the form of one of the following acceptable documents:

- Copy of the South Carolina driver's license if the student first became a licensed driver in the state after January 1, 2002;
- A Certified Birth Certificate indicating that you were born in the United States or a territory of the United States. A photocopy of your birth certificate is not acceptable.
- Current U.S. Passport or U.S. Passport that has not been expired more than 10 years;
- Certificate of Naturalization -- USCIS Form (N-550 or N-570);
- U.S. government issued Consular Report of Birth Abroad;
- Certificate of Citizenship (N-560 or N-561);
- Unexpired U.S. Active Duty/Retiree/Reservist Military ID Card (DOD DD-2)

The University can accept photocopies of birth certificates and other citizenship documents so long as we reserve the right to demand production of the certified original in the event we have any questions about whether the copy is true and accurate, or in the event any of the information on the copy is unreadable.

For more information: <http://registrar.sc.edu/html/citizenshipverification.stm>



## ACADEMIC SUCCESS CENTER

Located on the second floor of the University Library on the Hilton Head Gateway campus, the Academic Success Center is comprised of several services:

- **TUTORING SERVICES:** Tutoring services are available FREE OF CHARGE to all current USCB students. The purpose of the tutoring program is to help students become independent and successful learners by assisting with developing good study skills, increasing their understanding of course content, and helping them develop a positive attitude toward learning. Tutoring is available both by scheduled drop-in hours and by appointment.
- **WRITING CENTER:** The Writing Center at USCB is a component of Tutoring Services and offers students support in any aspect of the research and writing process. Writing Fellows work with students to find specific strategies to improve their writing. Students can schedule meetings with our writing fellows at any stage of the writing process.
- **TESTING SERVICES:** Testing services are provided from the beginning of the prospective students' admission requirements, and continues as an integral part of each student's academic progress through graduation; including graduate admissions and professional certification/licensure requirements. Placement tests in English, Foreign Language and Mathematics are required of all incoming USCB students. New students are tested in conjunction with New Student Orientation programs.
- **ACADEMIC SKILLS WORKSHOP:** In an effort to provide our students with academic support and guidance beyond the classroom experience, the Tutoring Center offers workshops that address study skills, learning styles, note-taking strategies, test-taking strategies, finals prep, APA and MLA formatting, and critical thinking. Other areas may also be addressed by request.
- **ADVISEMENT**  
Academic Advisement for all new USCB students is initially handled by our Professional Academic Advisors. First-year students will be assigned an academic advisor once they have attended Orientation. Transfer students are assigned advisors based upon their number of earned credit hours and major. If students have questions concerning advisement, they should contact the Registrar's Office at 843-208-8050.

## ATHLETICS

Intercollegiate athletics began at USCB in the fall of 2007 with men's golf and men's and women's cross country. The Sand Sharks now boast three Nationally Ranked Intercollegiate Programs including Men's Golf, Women's Golf and Baseball, with Cross Country and Track individuals making National appearances. Women's soccer will begin this fall and softball debuts in spring 2012. The Athletics Department will continue to grow and add new athletic teams as the university grows.

USCB is a member of the NAIA and the Sun Conference. Athletic Director Ty Rietkovich and his staff of coaches encourage prospective student athletes to visit the athletic website [www.uscbathletics.com](http://www.uscbathletics.com), fill out the questionnaire and submit it to the Athletic Department.

Please check the website for schedules throughout the year.

For more information, contact the USCB Athletic Department at (843) 208-8065 or e-mail [athletics@uscb.edu](mailto:athletics@uscb.edu)

### **CAREER SERVICES**

The Office of Career Services provides comprehensive career development and planning services for students. Specific services include: Career/major exploration assessments, a career resource library, resume and cover letter review, mock interviews, a job posting website for full time and part time jobs and internships, and assistance finding permanent employment.

### **COUNSELING SERVICES**

USCB offers counseling services to any student experiencing transition to college issues, depression, anxiety, grief, sexual identity questions, suicidal thoughts, and other concerns that interfere with general well-being.

Counseling Services are free to all USCB students, are provided with full confidentiality, and are located in the Student Development Suite in Hargray. Our counselor will also provide off-campus referrals as necessary. Hours are on a walk-in basis and are subject to change.

### **DISABILITY SERVICES**

The Office of Disability Services coordinates accommodations and services for students with documented physical, learning or psychiatric disabilities. The office also maintains documentation and records for students and provides communication with faculty members. Additional information can be found on the Disability Services link: [http://www.uscb.edu/campus\\_life/student\\_services/disability-services/index.php](http://www.uscb.edu/campus_life/student_services/disability-services/index.php).

### **FINANCIAL AID/VA OFFICE**

A variety of financial assistance is available at USCB to help with the cost of attending college. USCB's Financial Aid Office assists prospective and current students by (1) providing information about financial resources, (2) assisting applicants with the application process, (3) calculating an applicant's level of eligibility, (4) awarding financial assistance based on an applicant's enrollment status and (5) monitoring students' satisfactory academic progress each semester for continued eligibility for financial assistance.

Financial aid is awarded on a yearly basis. Each award year begins with the fall semester and ends with the summer term. A Free Application for Federal Student Aid (FAFSA) may be completed any time after January 1 before the intended academic year. Although applications can be submitted throughout the academic year, priority consideration is given to applications submitted before April 15. Since some of the required information comes directly from students', parents' and (if applicable) spouse's federal tax returns, it is advisable to complete tax returns before completing the FAFSA. Students who apply for financial assistance after July 1 for fall or after November 1 for spring should not expect aid to be finalized before classes begin.

#### ***Applying for Financial Aid***

To apply for financial aid programs, students must complete the Free Application for Federal Student Aid (FAFSA) and request a PIN at [www.pin.ed.gov](http://www.pin.ed.gov). The FAFSA is available at the Financial Aid Office/VA at the Historic Beaufort Campus in Room 117 of the Sandstone Building and at the Hilton Head Gateway Campus in the Student Services Office in the Hargray Building.

Students can also access the FAFSA online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Students are encouraged to complete the application online; as it takes approximately three weeks to process a FAFSA on the web and four to

six weeks to process a paper FAFSA. The results of a FAFSA can be submitted directly to USCB by placing USCB's school code (003450) on the FAFSA.

### ***Types of Financial Aid***

Financial assistance programs offered at USCB include federal and state programs. The federal programs include Pell Grants, Supplemental Educational Opportunity Grants (SEOG), Academic Competitiveness Grants (ACG), National Science and Mathematics Access to Retain Talent Grant (SMART) Grants, Federal College Work-Study and Student and Parent Loans. More information on these programs is contained in the Student Guide, a free booklet about federal financial aid from the U.S. Department of Education that can be picked up from the USCB Financial Aid/Veteran Affairs Office. You can also obtain financial aid information at:

[http://www.uscb.edu/a/Admissions/Financial\\_Aid/?page\\_id=83](http://www.uscb.edu/a/Admissions/Financial_Aid/?page_id=83)

[http://uscb.edu/campus\\_life/student\\_services/financial-aid/index.php](http://uscb.edu/campus_life/student_services/financial-aid/index.php)

South Carolina Need-Based Grant: For more information and guidelines on state financial assistance, please visit our website or visit the South Carolina Commission on Higher Education's website

[www.che.sc.gov/New\\_Web/GoingtoCollege/FinAsst.htm](http://www.che.sc.gov/New_Web/GoingtoCollege/FinAsst.htm)

### ***Federal Work-Study***

The Federal Work-Study program offers eligible students opportunities to work part-time on the USCB campuses or at an approved off-campus agency. To apply, fill out a FAFSA, select the work-study program on the application and see the Financial Aid/Veterans Affairs Office at USCB.

### ***Scholarships***

The University of South Carolina Beaufort Scholarships is established through the generosity of individuals, organizations and the University community. These scholarships are designed to recognize qualities of leadership, merit, and academic performance and to assist students in achieving their educational financing goals.

Students must complete the USCB Scholarship Application available in the Financial Aid/Veterans' Affairs Office or on our website, [www.uscb.edu](http://www.uscb.edu). Applications are available in September of each year. Only USCB students are eligible.

### ***Other Scholarship Resources***

There are a number of reliable scholarship search engines available for students to use in their search for aid. Some of these free services are:

- [www.fastweb.com](http://www.fastweb.com)
- [www.scholarshipexperts.com](http://www.scholarshipexperts.com)
- [www.collegeboard.com/student/pay/index.html](http://www.collegeboard.com/student/pay/index.html)

### **Paying Tuition Bills with Your Financial Aid**

**PLEASE DO NOT ASSUME THAT FEES ARE AUTOMATICALLY PAID AS A FINANCIAL AID OR SCHOLARSHIP RECIPIENT. STUDENTS MUST PROCESS THEIR BILLS ON VIP, PRINT AND PROCESS THEIR BILLS BY MAIL, OR GO INTO THE FINANCE OFFICE BEFORE THE ESTABLISHED FEE PAYMENT DEADLINE TO AVOID CANCELLATION OF CLASSES.**

**Family Education Right and Privacy Act of 1974:** The Financial Aid/VA Office ensures the confidentiality of student records according to the Family Education Right and Privacy Act. Your family financial information and the type and amounts of your aid are held in confidence. Information is

released only with your written consent. Information will be released to other offices and agencies as may be needed to administer the financial aid programs, such as scholarship donors, services of loans, etc.

## **STUDENT HOUSING & JUDICIAL AFFAIRS**

### **MISSION AND PURPOSE**

The overall goal of the Student Housing program is to provide supportive, high-quality residential environment that promotes the educational goals and values of the University and is conducive to student learning. Staff members develop and promote programs, services, and staff interactions that encourage student development with a particular emphasis on individual responsibility. Efforts are directed towards establishing a community where there is an appreciation of individuals and a respect for his/her rights. Services are provided with an understanding of and a commitment to quality with regard to fairness, efficiency and cost effectiveness.

#### On-Campus Housing Community Guide

The On-Campus Community Guide is provided to help residents become familiar with their rights and more importantly, their responsibilities as a community member. The community guide will also provide information regarding safety, maintenance, “the rules”, resident accountability, and how behavioral choices foster or hinder personal and academic success. All resident students and their guests are held accountable for USCB and Housing code of conduct and published regulations. To access the community guide, please stop by the housing office for a copy or visit our website at [www.palmettovillage.com](http://www.palmettovillage.com).

#### On Campus Housing Policy/Requirement

“If a student is in a University sponsored activity, the student will live in University housing for at least the first two years (or longer depending on the requirements of the program in which the student is enrolled) unless qualified under the present exemptions. If there are residential requirements for a particular program, the student will be notified.”

USCB Administrative Council, March 2, 2009

#### Contract Terms

The term of the Contract (the “Term”) is one academic year that shall commence upon the opening of University residence halls in the fall and shall terminate upon the closing of University residence halls in the spring. However, the contract does not include the following academic breaks, Thanksgiving, Winter and Spring Break. Room and board fees, as set forth in the Application, are due at least five days before the first day of classes of the applicable semester, regardless of the Applicant’s application date.

The Contract is binding on the University, BJHEC and the Resident (and the Resident’s parent or legal guardian where applicable) for the Term and cannot be terminated except under conditions cited in the Contract. The University may prevent the Resident from registering for class and/or receiving his or her transcript or diploma from the University if the Resident has not made all required University housing payments by the end of the applicable semester. Additionally, any student terminating the contract after the stated deadline and prior to the end of the contract term is subject to a \$250 cancellation fee and possible additional charges for any remaining housing fees.

For complete contract terms please visit [www.uscb.edu/housing/forms-and-information.php](http://www.uscb.edu/housing/forms-and-information.php)

#### Eligibility

Any single person who has been admitted to or who has enrolled in the university as a regular student

and registered for nine or more credit hours is eligible to enter into this contract with the university. Students who wish to reside in on-campus housing with fewer than 9 credit hours may do so pending approval from the Director of Housing and Residence Life. ***Any person required to register under Article 7, Sex Offender Registry, is prohibited from living in campus housing.*** S.C. Code of Laws Ann. 23-3-465 (2005). *In the event it is determined that any person in campus housing is subject to the above, law enforcement officials and appropriate University officials will be informed and the housing contract will be deemed null and void and terminated immediately without refund.*

#### Residence Hall Guest, Visitor and Overnight Policy

Residence Life recognizes residents' rights to have and host friends and family within the community. With that right, comes the responsibility to adhere to the guidelines established in order to ensure the rights and safety of other residents within the community. Residential students are responsible for their guests and guests must be accompanied by the student host at all times.

*Visitation hours are as follows:*

Sunday through Wednesday is 9:00 a.m. – Midnight

Thursday through Saturday is 9:00 a.m. – 2:00 a.m.

***Overnight Guest Policy*** - "Overnight Guest" refers to any guest who is a non-student, USCB student who does not live in University housing and/ or a residential student who does not live in the specified apartment. All overnight guests must be registered in advance with the Office of Housing and Judicial Affairs.

Registration includes submitting a guest form with written approval from all roommates to Housing. All overnight guests must check-in with the Department of Public Safety to receive a guest parking pass. Residential students are only allowed 2 overnight guests per person and no more than 4 total overnight guests in an apartment at anytime. Overnight guests must be 14 years of age or older. Students are not allowed to have the same overnight guest more than 25 nights in a semester.

This policy is designed for the safety of residents, guests, and other members of the University community. Failure to register an overnight guest pursuant to this policy will result in an incident report filed with the Housing Office. Non-approved overnight guests will be required to vacate the property. Violations of the visitation policy can result in loss of visitation privileges and/ or additional disciplinary action.

## **MILITARY STUDENT SERVICES AND VETERANS AFFAIRS**

USCB's offices on the Marine Corps Air Station (MCAS) and the Marine Corps Recruit Depot (MCRD) provide student services to active-duty student personnel and their families.

### ***Admissions***

There are two categories under which members of the military can attend the University:

#### ***Military special student***

If a student is in the military, he or she can be quickly admitted to USCB as a "military special" student without having to submit high school transcripts, college transcripts or SAT/ACT scores. This gives the student time to request transcripts or take College Board exams before applying to the University as a "degree-seeking student." No application fee is required. Transfer work, military experience and CLEP tests are not evaluated for credit until the student enrolls as a degree-seeking student. A maximum of 30

semester hours earned while classified as a military special student can be applied toward a baccalaureate degree.

### ***Degree-seeking students***

When students apply to become degree seeking, they must submit a degree-seeking application and a \$40 application fee and appropriate documentation, which may include transcripts and SAT/ACT scores. Once the student is accepted to the University, transfer work, military experience and CLEP tests can be evaluated.

### ***Financial Assistance for Military Students***

#### ***Tuition Assistance***

Qualified active-duty military personnel are eligible to use tuition assistance offered by the U.S. Government. Currently, tuition assistance pays for a portion of tuition and course-related fees with service-specific limitations. For more information, contact the Marine Corps Air Station (MCAS), Marine Corps Recruit Depot (MCRD) or United

States Naval Hospital (USNH) Education Offices. The Government does not provide tuition assistance for military family members.

#### ***Montgomery G.I. Bill (MGIB)***

Several Montgomery G.I. Bill programs assist with tuition costs: Top Up, MGIB Active Duty and regular MGIB. Additionally, the new Post 911 GI Bill is also available for selection. For more information, contact the MCAS, MCRD or USNH Education Offices or USCB's Financial Aid Office or USCB Veterans' Office.

#### ***Other Financial Aid and Scholarships***

Degree-seeking military students and their family members are eligible to receive other financial aid, such as grants, student loans or scholarships.

#### ***Military Personnel Residency Status***

With a copy of PCS (Permanent Change of Station) orders to any base in South Carolina, military students and their immediate family members are eligible for in-state tuition.

### ***For More Information on Financial Assistance, contact:***

USCB Veterans' Affairs Office.....(843) 521-4105

#### ***Other Contacts:***

Veterans' Administration/Beaufort.....(843) 470-4737

Veterans' Admin./Regional Office/Edu.....(888) 442-4551

Marine Corps Air Station Edu. Office.....(843) 228-7474

Marine Corps Recruit Depot Edu. Office.....(843) 228-2152

### ***Military Experience for Credit***

Credit can be awarded for educational experiences in the military, such as recruit training, MOS schools and Marine Corps Institute (MCI) courses. Credit is limited to 15 hours for an associate degree and 30 for a baccalaureate degree. Military experience is counted as elective credit. Not all baccalaureate degrees accept the full 30 hours of military credit.

To have military experience submitted as part of a student's permanent USCB record, the student must be a degree-seeking student. The official record of the Marine Corps or Navy educational experiences is called a SMART transcript, which can be ordered at a base's Military Education Office. Once the official SMART transcript has been received by USCB, the Director of Military Programs will initiate an evaluation. It takes six to eight weeks for the military credit to be posted to the student's transcript.

For information about how to order an official transcript from the Army, Air Force or Coast Guard; contact the Director of Military Programs at (843) 228-7499 or (843) 208-8149.

### ***Degree Completion***

USCB is a member of Service members Opportunity Colleges (SOC), a consortium of colleges that work together to help military students and their family members complete their degrees. If a student or family member is transferred, a SOCMAR or SOCNAV student agreement may be obtained that will allow the student to complete his or her USCB associate degree at the student's next duty station. The student must:

1. Complete 15 hours with USCB.
2. Attend at least one semester as a degree-seeking student.
3. Maintain a cumulative GPA of a 2.0.
4. Complete the degree within five years of leaving USCB.

The SOCMAR and SOCNAV degree completion programs do not apply to baccalaureate degrees.

**Phone:** MCAS Beaufort USCB campus site: (843) 228-7499; (University cell number (843) 368-8211)  
MCRD Parris Island USCB campus site: (843) 208-8149.

### ***Locations:***

Marine Corps Air Station Beaufort, Training Building #596, second floor, Room 214; MCRD Parris Island, Training Building #923, Room 10.

### ***Veterans' Educational Benefits***

If a student is a veteran, service member, selected reserve member or a military dependent, special assistance programs are available to help finance a college education. The Financial Aid/Veterans' Affairs Office will help complete all of the necessary applications and will mail them to the appropriate approving agency. It could take between 45 to 90 days to apply, receive approval and receive funds from the Veterans Administration. It is your responsibility to pay your tuition and fees before the established fee payment deadline unless the student is receiving Chapter 31 (Vocational Rehabilitation benefits or SC State Free Tuition for certain veteran's dependents).

In order to use VA benefits, students must select a program of study, **a requirement for VA educational benefits**. First-time students will be allowed up to two (2) semesters of undecided work (but they must be a degree seeking student); all other students must declare a major. When you change your major, you must complete a VA Change of Program form at the Financial Aid/Veterans' Affairs Office. Chapter 31 students are required to get permission from their case manager before changing their major.

To earn benefits, students are required to attend class (see Class Attendance section) and maintain satisfactory academic progress towards their degree or program (see Academic Standing). You are responsible for informing the Financial Aid/Veterans' Affairs Office of changes in your enrollment status or changes in dependency or marital status. Your benefits may be suspended or terminated if problems arise with certification.

Please visit us at USCB's Veterans' Affairs Office, located on North Campus in the Sandstone Building, to learn more about VA benefits.

## **STUDENT LIFE**

USCB'S Office of Student Life encourages student involvement on each campus and provides a variety of entertainment and educational programs, leadership and development workshops and various activities in which students are encouraged to participate.

### ***PROCEDURE FOR POSTING FLYERS, ANNOUNCEMENTS, ETC. ON CAMPUS***

Posters are only permitted in campus buildings on designated bulletin boards. Posters may not be attached to interior or exterior walls, doors, windows, ceilings or floors. Maximum size for posters are 14" x 21" (half poster-board size).

All posters not affixed to bulletin boards will be removed.

Exceptions may be authorized by the Director of Student Life prior to distribution. Each organization is responsible for removing any materials placed on a bulletin board. Posted materials should have a removal date printed on the document. All signs and posters should be typed. Only as a last resort should handwritten signs be posted.

## **STUDENT ACTIVITIES**

An important part of attending college is the opportunity to participate in student activities. The university encourages and fosters many co-curricular activities and organizations that are designed to complement and enhance the academic and social life of its students. The richness of the college experience depends on how much the student is involved in the activities of the institution.

Any person who is admitted, enrolled, or registered for study at USCB for any academic period is considered a student and eligible to participate in student activities. In addition, persons who are not officially enrolled for a particular term but who have a continuing student relationship with USCB are also considered students.

There are many student organizations and committees on USCB campuses offering opportunities for student involvement. Campus clubs and organizations include a variety of special interest groups, service groups, social groups and academic honor societies. In addition, intramural activities provide various opportunities for students to exercise their physical talents or develop new ones. The Student Lounge provides a comfortable lounge setting, snack facilities, meeting and work area for student organizations.

In fall 2009 USCB opened the Campus Center which houses the Sand Bar dining hall, fitness center, Sharks' Cove Bookstore, student life offices and student lounge.

University of South Carolina Beaufort student activities are funded from a portion of student fees. These activities offer students a chance to apply and expand upon their classroom experiences.

Student organizations routinely sponsor events for the entire USCB campus community as well as for their own memberships. Programs related to distinctive community service, social, leadership, media and academic interests are coordinated by clubs and organizations on both the Historic Beaufort and Hilton Head Gateway Campuses. The opportunity to gain knowledge and experience in various fields is provided by participation in organizations with academic connections while service organizations provide participation in community affairs and allow students to volunteer support for various worthwhile causes.



In most cases, membership is open to anyone. Students interested in joining student organizations should contact the Office of Student Life by calling (843) 208-8115 or by e-mailing [uscbliife@uscb.edu](mailto:uscbliife@uscb.edu).

## **RECREATION**

USCB recreation features activities in three areas:

### **Fitness Center Programming**

Our new Fitness Center is home to the latest and greatest fitness equipment and offers convenient operating hours early in the morning to late at night allowing for students to workout at a time which best suits their busy schedules.

Fitness Classes are also offered throughout the week including Yoga, Butts and Guts, and Ultimate Body Sculpt to name a few!

### **Off Campus Outings**

Recreational trips are planned by “Sand Shark Adventures”, an on campus activity group who plans off campus outings such as movie, bowling, hiking and kayaking trips throughout the academic year.

### **Intramurals**

USCB offers a variety of team sport activities for students such as Co-Ed Soccer, Co-Ed Volleyball, Flag Football, Basketball, and Co-Ed Ultimate Frisbee, as well as Billiards and Ping Pong leagues. Depending on the activity, students may compete against other teams from USCB or as one USCB team who competes against teams in a nearby community league.

## **STUDENT GOVERNMENT ASSOCIATION**

The USCB Student Government Association (SGA) provides students with the opportunity to participate in student activities planning and to cultivate leadership skills in the legislative process. SGA is the official voice of the students. The objectives of SGA are:

1. To act as a channel through which student concerns and questions may be brought to the university administration;
2. To distribute fees paid into the SGA treasury to the affiliated student organizations and other special projects;
3. To encourage a spirit of cooperation and understanding within the university and the community;
4. To have representation on the appropriate faculty and institutional committees and to play a role in institutional decision-making.

All full or part-time students registered at USCB are members of SGA and are subject to the SGA Constitution by virtue of their registration. Every member is encouraged to vote in SGA elections; and all students are encouraged to attend SGA meetings, voice concerns and questions and seek elected positions. SGA is committed to promoting cultural diversity through the acceptance and understanding of the needs of the student body and administration. If you are interested in learning more about SGA, stop by the

SGA office in the Campus Center on the Hilton Head Gateway Campus or call (843) 208-8121. Visit [www.uscb.edu/sga](http://www.uscb.edu/sga) for more information.

## **STUDENT CLUBS AND ORGANIZATIONS**

Student clubs and organizations are formed by the USCB students in cooperation with faculty and staff advisors and the Office of Student Life. Students are encouraged to take advantage of the opportunity to participate in the following recognized student organizations as members and officers. Depending on the needs expressed by USCB's changing student body, organizations may become temporarily inactive or additional clubs reflecting new interests may be added to provide further offerings.

### **Student Government Association**

Represents the student body and plays a role in institutional decision making and addresses student concerns.

Some of the current student organizations include:

### **African American Student Association**

The AASA exists to support academic success among African-American students while also providing the means to address the cultural and social needs of African-American students. The AASA strives to strengthen the relationship between USCB and the African-American community. Membership is open to all students, staff and faculty.

### **Art Club**

The Art Club provides a venue for a broad student population to discuss, plan, and participate in various art and art related activities both within and outside of the university. Examples of such activities include arranging visiting artists' lectures, curating art shows, web design ideas for the arts, organizing workshops and field trips, and creating posters and card designs for various art-related events. Membership is open to all students, faculty, and staff interested in the arts.

### **Business Club**

The Business Club was founded to provide business administration majors with opportunities for growth and enhancement in the field of business while also allowing for improved contacts and relations between the University community and the business community of greater Beaufort. Current and former students, as well as faculty and alumni, are eligible for membership.

### **Environmental Club**

The Environmental Club is a group of students who enjoy educating their fellow students and community about the importance of "Going Green." They participate in many community events and also do many events on campus. All students are welcome and encouraged to join!

### **Gamma Beta Phi**

This scholastic, honor and educational service organization seeks to recognize and encourage educational excellence; to promote the development of leadership, ability and character in members; and to foster, disseminate and improve education through appropriate service activities. Membership, by invitation, is open to students who have completed 12 credit hours and have a 3.2 cumulative GPA.

**Psychology Club**

The Psychology Club provides students of the social sciences with opportunities for academic and professional development. It provides access to information on graduate school programs and prospective job opportunities and acts as a forum for active dialogue among students and scholars in the field of psychology; creates student solidarity based on similar educational and occupational aspirations; and recognizes students for outstanding scholarly performance in psychology.

**Roges & Vacaboundes (USCB Drama Club)**

The USCB drama club, Roges & Vacaboundes, is an organization designed for students who are interested in any aspect of theater--including acting, directing, and design. Students also participate with the Rafael Sabatini Players, a community-based theater group that performs in the USCB Performing Arts Center Auditorium. Other activities include workshops in acting, directing, and make-up. Membership is open to any USCB student or interested individuals. The club is facilitated by a coordinator and managed by committees.

**The Tidal Tribune (USCB Student Newspaper)**

A free student press, written and edited by USCB students, The Shark Byte, reports on campus and community issues and informs the student body of campus events. All students, staff and faculty are encouraged to submit articles.

**Other Clubs and Organizations include:**

*Biology Club*

*Human Services Student Organization*

*Campus Crusade for Christ*

*Literary Society*

*Chi Alpha Christian Fellowship*

*Pre-Medical Student Association*

*Club Anime*

*Reformed University Fellowship*

*C.O.M.M.I.T.*

*Sand Sharks for Service*

*Education Club*

*Sand Shark Productions*

*Fin-Addicts (Spirit Club)*

*Spanish Club*

*French Club*

*Society for Creative Writers*

*Gay-Straight Alliance*

*Student Nursing Association*

*History Club*

*USCBee (Bee keeping club)*

*Hospitality Management Association*

**Chartering a New Student Organization**

Organizations that wish to use university facilities and privileges must be officially recognized through a procedure administered by the Director of Student Life. The chartering of new student organizations, applications for funding and use of campus facilities are made during the fall and spring semesters through the Office for Student Life. Recognition is obtained by submitting completed registration forms, membership lists and a constitution.

Students interested in forming a new organization may obtain an Organization Recognition Form to provide the following information:

- Name
- Purpose
- Proposed functions or activities
- Proposed budget request of SGA (if any)
- Signatures of the student applicant and faculty sponsor.

Official recognition of a student organization does not by itself constitute any type of endorsement, sponsorship, or liability by USCB.

## **STUDENT LOUNGES**

The Student Lounges are provided on both campuses for the enjoyment and use of all students unless being used by a club or organization for a function. The Student Lounge in Beaufort is located in the north end of the Sandstone Building and at South Campus in the campus center. Snack machines and recreational activities are available in both locations. Please contact the Office of Student Life to reserve a lounge for your club or organization's use.

## **INCLEMENT WEATHER**

When inclement weather is approaching the area, please check the local emergency broadcast radio facilities (WYKZ 98.7 FM) for information regarding the closure and re-opening of USCB. The USCB website will also provide this information. Emergency weather information is also sent via text and email messages within the Emergency Alert System (EAS). All students are encouraged, through V.I.P., to sign up for this very valuable service. Details are available on the [uscb.edu](http://uscb.edu) homepage. In the event of a hurricane evacuation, USCB will be closed and secured. No one is to enter the Historic Beaufort or Hilton Head Gateway campuses until a reopening announcement is broadcast. As long as telephone service is available, contact (843) 208-8000 for updates on the situation.

## **LIBRARIES**

USCB supports libraries at both its Historic Beaufort and Gateway to Hilton Head campus locations. During the school year, the libraries maintain extended open hours six and seven days a week. Operating hours vary during holidays and between semesters breaks and are updated as needed on the library web pages.

Together, the USCB library collections total over 85,000 volumes in print and 133,000+ E-books in full-text electronic format; 138 journal and magazine titles in print and over 200,000 journal and magazine titles in full-text electronic format; 8 newspapers in print and 57 newspapers in full-text electronic format; and 132 databases. The libraries provide access to electronic reserves and offer information and technology literacy support. The libraries provide computer workstations, small group conference rooms and comfortable seating for reading and study. Additionally, the Hilton Head Gateway Campus library offers students a collaborative computer center, a language laboratory and the Hawk's Nest Cyber Café.

Students seeking to use library materials and services must show a valid picture ID that may be obtained in the Library on the Historic Beaufort Campus and in the Information Technology Offices, Library Building, on the Hilton Head Gateway Campus. (See *ID Cards* for more information.) Circulating books are checked out for three weeks, juvenile titles for one week. Journals and magazines, reference materials

and microform items normally do not circulate. Videos and DVD's are viewed in the library and may circulate when placed on reserve by faculty members. Both libraries charge fines for materials that are overdue, damaged or lost.

Through the University's interlibrary loan program, students may borrow books and journal articles from other libraries in the USC system, throughout the state and region or around the country.

Phone: Historic Beaufort Campus: (843) 521-4122  
Hilton Head Gateway Campus: (843) 208-8022  
Hours: Posted on the website  
Locations: Historic Beaufort Campus: Room 102, Sandstone Building;  
Hilton Head Gateway Campus: Library Building  
On the web: <http://library.uscb.edu/>

### **COPY MACHINES/PRINTING**

Copy machines are available in the Libraries on both campuses. These machines are self-service photocopy machines and are available for use for a fee. Computer printing services are also available through the library for a fee.

### **DISTANCE LEARNING**

Students interested in the course offerings through distance learning must be admitted through undergraduate admissions. All courses meet the same University standards required in traditional coursework and are subject to the same academic regulations.

Students may also take selected USC Columbia courses through the University's distance education program. Distance education uses various media, at times combined with occasional trips to USC Columbia, to offer selected undergraduate and graduate courses. The course content is the same as the traditional, on-campus course.

### **ON CAMPUS COMPUTERS**

USCB maintains computers for currently enrolled students, faculty and staff. These are located on the Historic Beaufort campus in the Library in the Sandstone Building and on the Hilton Head Gateway campus in the Library (computer class room 267 and 1<sup>st</sup> floor in several locations). All computers have high-speed internet access, as well as course-specific software and Microsoft Office Professional Suite. Printing is available at a per page cost.

### **STUDENT E-MAIL**

University e-mail system accounts are issued automatically when students register with USCB. **This e-mail account will be used for all official University correspondence** and should be checked frequently for University-related e-mail. The University e-mail system offers an easy-to-use web interface. If students prefer to use a different e-mail address, they will have the opportunity to register their preferred e-mail account when logging into VIP.

Students may access the University e-mail system via: [www.outlook.com](http://www.outlook.com). First-time users must set up their email by going to: <http://www.sc.edu/studentemail/>. Read this information and follow the instructions provided. Please note your email login for Outlook Live is **network username @eamil.uscb.edu**.

To learn an assigned username and password, log into VIP at <https://vip.sc.edu/>, click on the technology tab and follow the instructions. Students will need their student ID number and a PIN (Personal Identification Number), both of which can be obtained from the USCB Registrar's office. **Please note**

that students must appear in person, as the Registrar will not be able to provide this information over the phone.

## EMERGENCIES AND ACCIDENTS

### **On the Historic Beaufort Campus:**

If the situation warrants, call 911.  
Notify Public Safety at 843-521-3189.

### **On the Hilton Head Gateway Campus:**

If the situation warrants, call 911.  
Notify Public Safety at 843-208-8911.

In the event that a situation arises, either on or off campus, that, in the judgment of the Chief of University Police, constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. Depending on the particular circumstances of the crime or other emergency, especially in all situations that could pose an immediate threat to the University community, the Department of Public Safety may post a notice on the campus-wide e-mail system, the University web site, the Campus Public Address system and the University Emergency Alert System.

Emergency call boxes are located on the Hilton Head Gateway Campus in the student parking lot and along the walkway behind the Hargray building. “Emergency” button goes to 911; “INFO” button calls officer on duty. Emergency call boxes are located on the Historic Beaufort Campus around the Performing Arts Center and near the Sandstone Building.

As required, the USCB Department of Public Safety provides campus crime statistics each year. This information can be viewed

at: [http://www.uscb.edu/campus\\_life/public\\_safety/docs/CLERY\\_Safety\\_Report\\_2011.pdf](http://www.uscb.edu/campus_life/public_safety/docs/CLERY_Safety_Report_2011.pdf) and [http://www.uscb.edu/campus\\_life/public\\_safety/docs/2010\\_clery\\_report.pdf](http://www.uscb.edu/campus_life/public_safety/docs/2010_clery_report.pdf).

## MISSING STUDENT NOTIFICATION POLICY

This policy establishes a framework aimed at assisting USCB in locating residential students who are reported missing. A student shall be considered missing when they are absent from the residential facilities for 24 hours with no known reason. All reports of missing students shall be directed to the USCB DPS officer on duty. USCB DPS and the Vice Chancellor for Student Development shall make a determination if the student is missing in accordance with this policy. All students shall have the opportunity to identify an individual to be contacted by USCB if the student is determined to be missing. If the missing student is under 18 years of age, USCB is required to notify the parent or guardian within 24 hours of determination the student is missing. USCB DPS will notify an appropriate authority not later than 24 hours after a student is determined missing. The Vice Chancellor for Student Development shall have the responsibility to make this Policy and Emergency Guidelines available to residential students and to collect the pertinent contact information.

### ***Procedure and Emergency Guidelines***

At the beginning of each academic year, USCB will inform students residing in campus housing that the university will notify either a parent or an individual selected by the student not later than 24 hours after the time the student is determined to be missing. This will include the following:

- Students have the option of identifying an individual to be contacted by USCB not later than 24 hours after the time the student has been determined to be missing. Students can register this confidential contact information through the Housing Office.
- If the student is under 18 years of age, and not an emancipated individual, USCB is required to notify a custodial parent or guardian not later 24 hours after the time that the student

- is determined to be missing.
- USCB will notify the appropriate law enforcement agency not later than 24 hours after the time that the student is determined to be missing.
- If USCB DPS or law enforcement personnel have been notified and make a determination that a student who is the subject of a missing person report has been missing for more than 24 hours and has not returned to campus, USCB will initiate the emergency contact procedures in accordance with the student's designation.

USCB will follow this notification procedure for a missing student who resides in university housing:

- Once USCB DPS receives a missing student report via any source, the following offices will be notified:  
DPS Director  
Vice Chancellor for Student Development  
Vice Chancellor for Finance and Operations  
Housing Office
- Any official missing person report relating to this student shall be referred immediately to DPS.
- If USCB DPS, after investigating the official report, determines the student has been missing for more than 24 hours, USCB will contact the individual identified by the student, the custodial parent or legal guardian if the student is under 18 and not emancipated, or local law enforcement if these do not apply.

Upon notification from any entity that a residential student may be missing, USCB DPS may use any of the following resources to assist in locating the student. These resources may be used in any order and combination.

- The Housing Office may be asked to assist in physically locating the student by keying into the student's assigned room and talking with known associates.
- USCB DPS may search on campus public locations to find the student (library, cafeteria, etc.).
- USCB DPS may issue an ID picture to assist in identifying the missing student.
- USCB DPS and the Chancellor for Student Development may try to contact known friends, family, or faculty members for last sighting or additional contact information.
- Students or academic departments may be contacted to seek information on last sighting or other contact information.
- USCB DPS may review card access logs to determine last use of the card and track the card for future uses.
- USCB DPS may access vehicle registration information for vehicle location and distribution to authorities.
- Computer Services/IT may be asked review use of USCB computing systems.
- If there is any indication of foul play, the local police department will immediately be contacted for assistance.

Students Who Are Under Age 18 and Not Emancipated-

The University will notify a custodial parent or guardian, in addition to any other designated contact person(s) within 24 hours of a determination that the resident student, under the age of 18 and not emancipated, is missing.

## **HEALTH INSURANCE PLAN**

The South Carolina Statewide Student Health Insurance Plan is serviced by Pearce & Pearce Inc. To find out more, see their website at <https://www.pearceandpearce.com/PearceSite/Schools/SC/usc/> or call (888) 722-1668 extension 3.

## **ID CARDS**

All students are required to obtain a Student ID card. USCB identification cards are required for admission to University events and activities, as well as to check out books at the library. The USCB ID card entitles students to check books out of the USCB Historic Beaufort Campus and Hilton Head Gateway campus libraries, as well as the Beaufort County and Technical College of the Lowcountry libraries. There may be off-campus merchants who provide discounts when students present their USCB ID.

ID cards can also be used as declining balance cards for the Shark's Cove Bookstores and the Hawk's Nest Café. Funds may be loaded onto the cards on the student's VIP account under the Financial Menu. Student's meal plans are loaded to the student's ID cards at the beginning of each semester.

Obtain an ID card on the Historic Beaufort campus in the Library in the Sandstone Building, or on the Hilton Head Gateway Campus Library, room 151. Students should not alter or lend their ID card to anyone. Lost or stolen student ID cards are replaced at a cost of \$25 per card.

## **INTERNATIONAL EDUCATION SERVICES**

### ***INTERNATIONAL STUDENTS***

The Registrar's Office assists international students with academic issues and Bureau of Immigration and Customs Enforcement regulations.

**Contact:** (843) 208-8050

**Location:** Hargray building , gateway to Hilton Head Campus, Room 135

### ***STUDY ABROAD***

Opportunities to earn credit toward a degree during a summer, a semester or a year of study abroad are available for students in most majors. Separate programs are available through USCB and other USC campuses.

**Contact:**

USC Beaufort: (843) 521-4152;

USC Aiken: (803) 641-3232 or (803) 641-3776, <http://web.usca.edu/soba/study-abroad>

USC Columbia: (803) 777-7557, <http://www.ip.sc.edu>

USC Upstate: (864) 503-5661, [http://www.uscupstate.edu/academics/international\\_studies/](http://www.uscupstate.edu/academics/international_studies/)

## **SHARK'S COVE BOOKSTORE**

Shark's Cove Bookstore is located in the Campus Center on USCB's Hilton Head Gateway campus. The bookstore stocks a full line of course materials, supplies, USCB logoed apparel and gift items. Extended hours are offered each semester during fee payment. Shark's Cove Bookstore also offers secure online ordering through its website at [www.uscbbookstore.com](http://www.uscbbookstore.com).

## **LOST AND FOUND**

The information desks at both campuses serve as the first point of contact for lost and found items. Found objects of value are turned over to Public Safety and students have 90 days from initial found date to claim a lost item.

## **PARKING**



## **USCB Parking Permits and Parking Information for Students**

The USCB Department of Public Safety would like to welcome the new freshmen and all returning students. All students that plan to park a car on USCB campuses are required to have a valid USCB parking permit displayed in their vehicle. If you are a registered student of USCB, there is no additional charge for your parking permit.

### **Parking Permits**

#### **Gateway to Hilton Head Campus:**

Take your completed parking decal registration form to the Guard House at Palmetto Village. Please call 208-8912 to ensure a DPS representative will be available to help you.

#### **Historic Beaufort Campus:**

Reception area in PAC Building on the Historic Beaufort Campus

You must present a valid USCB student ID in order to pick up your parking permit.

### **Parking on campus:**

With limited parking on our campuses, it is critical that all students park in those areas that are assigned for students parking. Public Safety will be enforcing parking policy with citations and/or use of a parking boot to immobilize vehicles and after repeated violations; your vehicle may be towed. Please be aware of the following parking policies:

- Students living in student housing (with a PV permit) may only park in Palmetto Village parking while attending classes. Students living at Courtney Bend with PV decals must also park in the housing parking lots.
- Commuting students must park in student designated lots. Overflow parking will be allowed on the grass in Palmetto Village and the back lot of the Science and Technology Building
- Students may not park at the end of aisles, in fire lanes or in the Faculty/Staff lot near Hargray. Handicapped designated spaces are ONLY for those that have a handicap permit displayed. By policy, vehicles found in handicapped spaces without proper handicapped authorization will be towed at owner expense.

### ***Military Bases***

Free parking is available at both military installations. A USCB parking decal is not needed, but students must have a military pass.

#### ***How to Obtain a Gate Pass for the Military Base***

Students should obtain a *pass request letter* from the USCB Registrar (Room 117A in the Sandstone Building) and present it at the base's front gate. The Marine on duty will give directions to the vehicle pass office. At the office, students must show the pass request letter, along with driver's license, car registration and proof of insurance. Students'

names will be checked on a roster, and the pass will be issued. If students' names are not on the list, they must call either base office at (843) 228-7499 or (843) 208-8149. Each time students approach the front gate, they must show their driver's license. They will wait until the Marine at the gate waves them through, and then proceed directly to class.

*Office hours of vehicle pass offices:*

**Air Station:** M-F, 6:00 a.m. to 6:00 p.m.  
(843) 228-7750  
**Parris Island:** M-F, 7:30 a.m. to 5:00 p.m.  
(843) 228-2304

*Be aware of these on-base regulations:*

- Vehicle passes must not be transferred to another vehicle.
- Random searches are performed on vehicles.
- Cell phones are not allowed while driving on the base.
- If students don't have a pass, military police may not allow them on bas

## **ACADEMIC AFFAIRS**

### **ADVISEMENT**

Academic Advisement for all new USCB students is initially handled by our Professional Academic Advisors. First-year students will be assigned an academic advisor once they have attended Orientation. Transfer students are assigned advisors based upon their number of earned credit hours and major. If students have questions concerning advisement, they should contact the Registrar's Office at 843-208-8050.

### **REGISTRAR**

The Office of the Registrar houses student registration and academic records for current and previously enrolled students. This office handles degree conferral, transcripts, name changes and a variety of other services.

### ***ACADEMIC REGULATIONS and ACADEMIC STANDING***

It is the expectation of the University that students will maintain at least a "C" average on all work attempted. On the grading scale employed by the University, this means that a student must maintain a semester, yearly and cumulative GPA of at least 2.00 in order to remain in good academic standing in the institution. Students should consult the Academic Bulletin for further information regarding probation and suspension policies.

### ***AUDITING***

A student must have been admitted to the university to be eligible for auditing any course. All auditors must be admitted to the university and go through the regular registration process. Those who are not full-time students will be charged the same fees as for courses taken for academic credit. Auditing a course consists of attending classes and listening without fulfilling graded work. Therefore, an auditor is not responsible for any assignments or examinations. No grade for the course is awarded.

No credit may be earned in an audited course by examination or otherwise. No audited course may be repeated for credit at a later date except by those students who have been verified as learning disabled by the Director of Career and Disability Services and whose academic advisory plan recommends auditing a specific course before it is taken for credit. The applicant must complete the prescribed procedure for enrollment before class attendance will be permitted. Students who have registered for a course on an audit basis and who wish to change their registration to take the course for credit (or who wish to change from credit to audit) must do so no later than the last day to change course schedule or drop without a grade of "W" being recorded, as published in the Academic Calendar.

### ***CLASS ATTENDANCE***

Students are obligated to complete all assigned work promptly, to attend class regularly and to participate in whatever class discussions may occur.

Absence from more than ten percent of the scheduled class sessions, whether excused or unexcused, is excessive and the instructor may choose to exact a grade penalty for such absences. The instructor's attendance policy should be ascertained by the student at the beginning of the semester. It must be emphasized that the "ten percent rule" stated above applies to both excused and unexcused absences. Faculty members should notify classes specifically of the attendance policy they intend to follow in each class.

### ***GRADING AND GPA***

Students' grades are kept confidential in accordance with federal law (the Family Educational Rights and Privacy Act of 1974, as amended). Grades are reported to students through the use of VIP ([vip.sc.edu](http://vip.sc.edu)). Student identification numbers and secure PIN are required for access. The permanent address and email on file for each student is used for communication of official notifications from the university. If students need an official copy of their grades, they should go to the USC Registrar's page at <http://registrar.sc.edu/pdf/transcript.pdf> to request official transcripts.

A, B, C and D represent passing grades in order from highest to lowest. B+, C+ and D+ may also be recorded.

F represents failure in the course.

"S" and "U" indicate, respectively, satisfactory (passing) and unsatisfactory (failing) performance in courses carried under the Pass-Fail option for research courses, workshops and seminars in which regular academic grades are not used. No course carried under the Pass-Fail option will affect the student's grade point average or be used in the evaluation of suspension conditions.

"WF" is assigned for withdrawal from a course after the penalty deadline prescribed in the Master Schedule of Classes. The grade of "WF" is treated as an "F" in the evaluation of suspension conditions and grade point computation.

"W" is assigned for withdrawal from a course after the late registration period but before the penalty date. In exceptional cases, the grade "W" will be used after the first six weeks of a semester primarily in cases of withdrawal from the University or from a course for medical reasons (*see Dropping a Course*). A grade of "W" will not enter into the evaluation of suspension conditions or in the grade point average computation, but will be recorded on a student's permanent record.

"I" (Incomplete) is assigned at the discretion of the instructor when, in the instructor's judgment, a student is unable to complete some portion of the assigned work in a course because of unanticipated illness, accident, work-related responsibility, family hardship or verified learning disability. By arrangement with the instructor, the student will have up to twelve months in which to complete the work before a permanent grade is recorded. (Tuition Assistance guidelines do not allow twelve months for a permanent grade to be recorded. Students should contact their Military Education Office for Tuition Assistance Guidelines.) Re-enrolling in the course will not make up the incomplete. An assignment of Incomplete Grade form must be completed by the instructor and submitted to the Registrar explaining the reason for the "I" and conditions for make-up. After twelve months, an "I" which has not been made-up is changed permanently to a grade of "F" or to the back-up grade indicated by the faculty member on the Assignment of Incomplete grade form. Both the "I" grade and the make-up grades appear on the official transcript.

The grade of AUD indicates a course was carried on an audit basis (*see Auditing*).

### ***GRADE POINT AVERAGE (GPA)***

The grade point average is computed on the basis of all semester hours attempted for credit, except for credit hours carried under the Pass-Fail or audit options. Courses in which a grade of S, U, AUD, T or W was earned are not considered in computing the GPA. The grade points earned in any course carried with a passing grade (A, B+, B, C+,

C, D+, D) are computed by multiplying the number of semester hour credits assigned to the course by a factor determined by the grade. For courses in which a grade of A was earned, the factor is 4; for B+, 3.5; for B, 3; for C+, 2.5; for C, 2; for D+, 1.5; and for D, 1. The grade point average is determined by dividing the total number of semester grade points earned by the total number of semester hours attempted for credit. No grade points are assigned to the symbols F, S, U, WF, W, I, AUD, T or NR. The cumulative grade point average is calculated from all USCB academic work. USCB also maintains students' collegiate grade point averages for determination of graduation honors.

## **RECORDS AND REGISTRATION SERVICES**

### ***CHANGE OF NAME/ADDRESS***

It is the obligation of every student to notify the office of the Registrar of any change in name or address. Failure to do so can cause serious delay in the handling of student records and in notification of emergencies at home. Change of name may only be accomplished by presenting proper legal documentation and completing an application in the office of the Registrar. Students can change their addresses on VIP.

### ***TRANSCRIPTS***

Official transcripts are processed through USC Columbia and can be requested by fax, mail or online. No matter which method is used, students must have the following:

- Their full name as it appears on their records, and any other name(s) used while enrolled;
- Their social security number/student number;
- Their first and last terms of enrollment;
- The address to which they want their transcript mailed;
- A return address, telephone number and e-mail address.

Be sure requests are signed and dated; the form cannot be processed without a signature. Official transcripts are available for a fee. Include payment by check, money order or credit card with any request. Make checks and money orders payable to USC. See the USC Columbia Registrar's website at <http://registrar.sc.edu/pdf/transcript.pdf> for more information.

#### ***Fax:***

Submit a written request by fax to (803) 777-6349. Include a valid Visa or MasterCard number and expiration date for payment.

#### ***Online:***

Submit a request online at VIP by filling out a VIP Official Transcript Request Form.

***Mail:***

Download our official transcript request form from the USCB Registrar's web site or pick up a copy in the office and mail to the following address:

Office of the University Registrar  
University of South Carolina  
Columbia, SC 29208-0001

***VISUAL INFORMATION PROCESSING SYSTEM (VIP)***

VIP is an interactive web-based site offering students access to a wealth of information and services. A student's VIP account is automatically set up when he or she is accepted for admission to USCB. VIP allows students to register for classes, view grades and get a copy of class schedules, or any of the following:

- Change personal identification numbers (PIN);
- Change schedules;
- Process tuition bills—fee payment is available using a credit card (there is a non-refundable fee when using a credit card for fee payment);
- Apply awarded financial aid to tuition bills;
- Obtain an exam schedule;
- Obtain an unofficial transcript;
- Change addresses; or
- Obtain an enrollment verification form.

Each student has a four-digit PIN, required to access the site.

**ACADEMIC REGULATIONS****ASSESSMENT TESTING OF RISING JUNIORS**

USCB is committed to the assessment and continuous improvement of its programs. To assess the effectiveness of its general education program, the university requires all degree seeking, new and transfer students to take an examination during the spring semester of their sophomore/junior year (when students have between 45 and 60 collegiate hours completed). This examination is used by USCB only to assess and improve the quality of its programs. It in no way affects the grades or status of the student in the university. Since accurate testing results are vital to the effective assessment and improvement of its programs, the university appreciates the cooperation of students with this process and asks students to make a serious effort on the examination. If a student fails to participate in a required assessment activity, a hold will be placed on the student's records and the student will not be able to register for any future semesters until the assessment activity is completed. Students with questions should call the Office of Institutional Effectiveness and Research at 843-521-4178.

**STUDENT JUDICIAL PROCESS**

The University of South Carolina Beaufort, as an institution of higher education, accepts its obligation to provide for its students, faculty and staff an atmosphere that protects and promotes its educational mission and guarantees its effective operation. To accomplish these goals, the University requires certain standards of conduct. All students, faculty and staff at the University share the responsibility to respect:

- the fundamental rights of others as citizens;
- the rights of others based upon the nature of the educational process;
- the rights of the institution; and

- the rights of everyone to fair and equitable procedures for determining when and upon whom sanctions for violations of University standards should be imposed.

The Student Judicial Policy is the essential component for guaranteeing due process for students at USCB. This policy describes procedures for addressing 1) violations of the Academic Code of Conduct (often referred to as the Honor Code) and 2) violations of the Non-Academic Code of Conduct, including violations by student organizations. Each of these processes is addressed in a separate section of this document.

## **STUDENT GRIEVANCE PROCESS**

The purpose of the student grievance process is to furnish a student enrolled at USCB with a formal, standardized method for seeking a resolution when the student believes s/he has been treated unjustly or improperly by a faculty or staff member. A student may seek a solution to an unresolved difference with a faculty or staff member in accordance with this policy.

### **I. Academic Grievance Policy**

- A. The procedures herein shall not extend to matters of grading student work where the substance of a complaint is the student's disagreement with the mark or grade placed on his or her work. Such matters may be discussed by the student and the instructor, but final grading authority shall remain with the instructor.
- B. The basis for a student academic grievance shall be limited to a violation of Teaching Responsibility policies set forth in the Faculty Manual or a violation of the University policy on Protection of Freedom of Expression or the University policy on Protection Against Improper Disclosure.
- C. A student who wishes to pursue an academic grievance shall first meet with the instructor concerned, then with the appropriate departmental or program head, and then with the Executive Vice Chancellor for Academic Affairs. An academic grievance shall be referred to the USCB Honor Court only if either the student or the instructor is dissatisfied with the previous administrative action.

### **II. Non-Academic Grievance Policy**

- A. This Non-Academic Grievance Policy is designed to provide students with an opportunity to address non-academic complaints and problems that they have been unable to resolve through other channels.
- B. For purposes of this policy, a grievance is defined as dissatisfaction occurring when a student believes that a condition affecting him or her is unjust, inequitable, or creates an unnecessary hardship. Such grievances include, but are not limited to, the following:
  1. An instructor's failure to abide by university policies or failure to abide by written or stated course requirements in such a way as to adversely influence the student's academic standing.
  2. Abusive or improper conduct on the part of the instructor or staff member;
  3. Discrimination against students by faculty or staff on non-academic matters for reasons of race, color, national origin, religion, sex, age, handicap or veteran status;
  4. Improper personal or professional behavior involving students, faculty or staff;

5. Wrongful assessment and processing of fees;
6. Records and registration errors.

NOTICE: Grievance procedures have been established to provide students with a forum for resolution of problems not otherwise addressed by university policy or procedure. The grievance procedure may not be used to appeal disciplinary decisions, state residency classification decisions or any other type of decisions for which a clearly defined appeal process has already been established.

C. Non-Academic Grievance Procedure

The initial phase of the student grievance procedure involves a conference between the student and the instructor or staff member (the instructor's or staff member's supervisor may be present, provided this is agreed to by the grieving student). The conference must take place within five days of the incident that prompted the grievance. The purpose of this meeting is to attempt to resolve all differences in an informal, cooperative manner.

If the student is not satisfied with the results of this conference, then the student must schedule a meeting with the appropriate authority—the Executive Vice-Chancellor for Academic Affairs (in the case of faculty and academic support staff) or the Vice-Chancellor for Student Development (in the case of other staff)—within five days of the conference if the student wishes to pursue the grievance. If either Vice Chancellor is a party against whom the grievance is filed, then the Chancellor of USCB shall hear the grievance. If the student is dissatisfied with the results of the meeting with the appropriate authority, then s/he may request the USCB Judicial Board to review the grievance in accordance with the procedure described below.

If the student desires the USCB Judicial Board to review the grievance, then the student must file the grievance in writing and within five days of the meeting with the appropriate authority. The student's written grievance statement must (i) state the grievance, (ii) state why the appropriate authority's response is unacceptable to the student, and (iii) specifically request a hearing before the USCB Judicial Board, if the student desires a hearing. The written grievance must be filed through the appropriate Vice Chancellor's office and must contain the names of the principal parties involved in the grievance and include copies of any written materials that support the grievance. If a vice chancellor is grieved against, then the written grievance shall be filed through the Office of the Chancellor of USCB.

If a Judicial Board member is one of the parties in a grievance action, then an appropriate alternate will assume the Judicial Board member's place on the Board.

Upon receipt of the student's written grievance, the Judicial Board shall provide a copy of it to the faculty or staff member identified in the grievance and request the faculty or staff member to submit a written response to the Board within five days from the date of the Board's request. If requested by the student, the Judicial Board shall schedule a hearing to be held within ten days of the Board's receipt of the faculty or staff member's written response. The Judicial Board shall then send written notice to the

student, the faculty or staff member and the appropriate Vice Chancellor that contains the following information: (i) a copy of the student's written grievance; (ii) the time and place of the hearing; and (iii) a statement of the principal parties' right to bring witnesses and present evidence.

The principal parties may be present for all testimony during the hearing, shall be afforded a reasonable opportunity to present witnesses and other evidence, shall be permitted to make statements on the matters discussed, and shall have an opportunity to rebut hostile witnesses. An attorney may be present to advise the student during the hearing if the student wishes, but the attorney's participation shall be limited to counseling the student. The attorney shall not make arguments on behalf of the student or otherwise address the Judicial Board or the witnesses during the hearing.

The Judicial Board shall meet in private to discuss the case upon the conclusion of the hearing. The Judicial Board shall decide the grievance by majority vote. The Judicial Board shall inform the principal parties and the appropriate Vice Chancellor and the Chancellor of its decision within ten days of the conclusion of the hearing. If the student does not request a hearing, then the Judicial Board shall inform the principal parties and the appropriate Vice Chancellor and the Chancellor of its decision within ten days of receipt of the student's written grievance. The Judicial Board's decision shall be final.

## **ACADEMIC CODE OF CONDUCT**

### ***Academic Freedom***

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students and the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of the academic community, students are encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth. Freedom to teach and freedom to learn are inseparable tenets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus and in the larger community. Students should exercise their freedom with responsibility.

The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the academic community. The University has a duty to develop policies and procedures that provide and safeguard this freedom. Such policies and procedures should be developed within the framework of general standards with the broadest possible participation of the members of the academic community. The essential provisions for student freedom to learn include:

### ***Freedom of access to higher education***

While the University has the right and responsibility to set admissions policies based on the characteristics and expectations of the students it considers relevant to success in the institutional program, no student will be barred from admission on the basis of race, creed, sex, handicap, religion, ancestry or national origin. Thus, within the limits of its facilities, the University is open to all students who are qualified according to its admissions standards.

### ***Freedom in the classroom***

The professor in the classroom and in conference should encourage free discussion, inquiry and expression. Student performance should be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.

### ***Protection of freedom of expression***



Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion. They are nonetheless responsible for learning the content of any course of study for which they are enrolled.

#### ***Protection against improper academic evaluation***

Students should have protection through orderly procedures against prejudiced or capricious academic evaluation. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

#### ***Protections against improper disclosure***

Information about student views, beliefs and political associations which professors acquire in the course of their work as instructors, advisors and counselors should be considered confidential. Protection against improper disclosure is a serious professional obligation.

Judgments of ability and character may be provided under appropriate circumstances, normally with the knowledge and consent of the student.

#### ***English Proficiency***

The University has established procedures to certify that all classroom activities are conducted by individuals with sufficient proficiency in spoken and written English. Student complaints concerning the English proficiency of an individual with classroom responsibilities should follow grievance procedures.

### **A. JURISDICTION**

All students enrolled at USCB, whether full-time or part-time, shall be subject to the Academic Code of Conduct (the Honor Code). The Chancellor of USCB is the final authority in all matters concerning academic accountability.

The Executive Vice Chancellor for Academic Affairs is responsible for maintaining and enforcing the Academic Code of Conduct. The Executive Vice Chancellor for Academic Affairs is also responsible for executing any sanctions resulting from violations of the Code and for keeping records.

### **B. THE HONOR CODE**

The first law of academic life is intellectual honesty. It is the responsibility of every member of the USCB community to uphold and maintain the high academic standards of the University. Students of the University are expected to be honest and forthright in their academic endeavors. To falsify the results of one's research, to steal the words or ideas of another or to cheat on an examination corrupts the essential process by which knowledge is advanced.

### **C. HONOR CODE RESPONSIBILITIES: STUDENT AND FACULTY**

The USCB Honor Code establishes the general standards of academic accountability for students at USCB. All members of the academic community of the University share the responsibility to advance, support and enforce academic honesty and integrity. The following obligations must be assumed by students and faculty of the University in order to meet this responsibility:

- Prepare thoroughly for examinations and assignments;
- Take the initiative to prevent other students from copying exams or assignments;
- Discourage dishonesty among other students;
- Refuse to assist students who cheat;
- Report observed cases of academic dishonesty immediately;
- Maintain the confidentiality of examinations by not disclosing any information, whether directly or indirectly, to another student still to write that same examination;

- Consult with faculty and other sources to clarify the definition of plagiarism;
- Learn to recognize techniques of proper attribution of sources used to prepare written work and identify allowable resource materials or aids to be used during examinations or completion of any graded work;
- Conduct all academic work within the letter and spirit of academic honesty, which prohibits giving or receiving unauthorized aid in the academic process;
- Discuss the issues of cheating, academic misconduct, fabrication and plagiarism at the beginning of each semester and before major exams or assignments;
- Make sure students understand the reference requirements for assigned papers and the extent of collaboration expected or allowed on class or team projects;
- Verify faculty signatures on change of grade forms;
- Exercise caution in the preparation, duplication and security of examinations to ensure that students cannot gain improper advance knowledge of their contents;
- Specify prior to an examination or assignment what materials (books, notes, equipment, etc.) students may have in their possession or to what degree they may collaborate; and
- Prepare new exams each semester or administer alternate forms of the same exams.

#### **D. HONOR VIOLATIONS**

The following acts of academic dishonesty are considered violations of the USCB Honor Code and subject the student to disciplinary action:

##### ***Lying***

Lying includes the deliberate misrepresentation of any situation or fact, in part or whole, for the purpose of avoiding or postponing the completion of any assignment, duty, test or examination in the course, internship or program.

##### ***Plagiarism***

Plagiarism is the representation of someone else's words, ideas or data as one's own work. All work for credit that includes the words, ideas or data of others must acknowledge the source of that information through complete, accurate and specific footnote references and, if verbatim statements are included, quotation marks. By placing his or her name on work submitted for credit, the student certifies the originality of all work not otherwise identified by appropriate acknowledgments. A student will avoid charges of plagiarism if there is an acknowledgment of indebtedness:

- Whenever one quotes another person's actual words;
- Whenever one uses another person's idea, opinion or theory, even if this is completely paraphrased in one's own words; and
- Whenever one borrows facts, statistics or other illustrative materials, unless the information is common knowledge.

##### ***A person has committed plagiarism when he or she:***

- Submits another person's work in lieu of his or her own work;
- Submits the work, sentences, ideas, conclusion and/or examples from a source (a book, an article, another student's paper, etc.) without acknowledging the source; or
- Knowingly aids another student in plagiarizing an assignment or allows another student or students to complete all or part of his or her course work and/or examination.

**Plagiarism, even a first offence, may result in a failing grade for the course in addition to any sanctions assigned by the Honor Court.**

For more information on plagiarism, please visit the USCB Library website at <http://library.uscb.edu/plagarism.htm>.

### ***Bribery***

Bribery involves the offering, giving, receiving or soliciting of anything of value in order to obtain a grade or consideration a student would not expect to achieve from his or her own academic performance.

### ***Cheating***

Any conduct during a program, course, quiz, examination or any other assignment which involves the unauthorized giving, receiving, offering or soliciting of information. Cheating includes, but is not restricted to, the following:

- The submission of another person's work in lieu of one's own work;
- Unauthorized use of laboratory reports, term papers, thesis or other written materials, in whole or in part;
- The buying, selling, theft, obtaining, using or giving of any examination or quiz prior to its administration;
- Unauthorized use of any electronic or mechanical device during any assignment or examination;
- Use of prepared materials, notes, or texts other than those specified and permitted by the instructor during an examination or quiz;
- Unauthorized collaboration on any test, assignment or project.

### ***Academic Misconduct***

Academic misconduct is the violation of University policies by tampering with grades or taking part in obtaining or distributing any part of an un-administered test.

Academic misconduct may include:

- Stealing, buying or otherwise obtaining all or part of an administered test;
- Selling or giving away all or part of an un-administered test, including answers to an un-administered test;
- Bribing any other person to obtain an un-administered test or any information about the test;
- Entering a building, office or computer system for the purpose of changing a grade or work for which a grade is given;
- Changing, altering or being an accessory to the changing and/or altering of a grade in a grade book, on a test, a "change of grade" form or other official academic records of the University which relate to grades;
- Entering a building, office or electronic system for the purpose of obtaining an unadministered test; or
- Failing to complete work on a test within the established time period as provided by the instructor.

## **E. DUE PROCESS FOR ALLEGED HONOR COURT VIOLATIONS**

### **1. PRESSING CHARGES**

Any member of the USCB community who has reasonable grounds to believe that an infraction of the

Academic Code has occurred may report the alleged violation. All individuals pressing charges may be asked to serve as witnesses or to provide information during any hearing resulting from the charges. Infractions of academic discipline should be reported in writing to the Executive Vice Chancellor for Academic Affairs. Students accused of infractions of academic honesty will be brought before an Honor Court. The Honor Court will be appointed by the Executive Vice Chancellor for Academic Affairs and will consist of three faculty members plus one alternate and two student members plus one alternate. The Honor Court will adjudicate the case and will impose sanctions when necessary.

A student charged with infractions will be sent written notice to appear before the Honor Court at a scheduled hearing. The notice will include:

1. The general nature of the charge;
2. The time and place of the hearing; and
3. Notice of the student's right to have representation, and if desired, to call witnesses on his or her behalf, and to confront and question witnesses.

A student who has violated or who has been charged with the violation of any regulation of the University may not be permitted to withdraw from the University without the permission of the Chancellor. A notation of circumstances under which the accused student was permitted to withdraw shall be entered in the minutes of the Honor Court. The withdrawal of a student with or without approval shall not deprive the Honor Court of the power to hear charges against the student. The student charged with infractions shall be present for all testimony, be permitted to call witnesses on his or her behalf, be confronted by witnesses, may question all witnesses, may testify on his or her own behalf and make statements bearing on the matter under consideration.

The Honor Court Chair will introduce the case, calling first on the individual making the charge, then on the student charged with the violation.

The involved parties and/or the court may call witnesses. The court members may question all parties who may decline to answer any or all questions. After both sides have presented their cases and all testimony has been given, the court will deliberate the case. All other participants will be requested to leave. The court will reach a decision by a majority vote. Should a tie vote occur, it will be considered as favoring the student charged. If the decision is unfavorable to the student, the court will impose sanctions according to the regulations below.

Once the court has reached a decision and imposed sanctions (if necessary), the student will be informed both in person (immediately after the decision) and in writing. The results of the hearing will be forwarded to the Executive Vice Chancellor for Academic Affairs.

## **2. APPEALS**

The initial phase of the student appeal must take the form of a written appeal within five class days of the Honor Court decision. Within twenty class days of the receipt of the student's request, the Executive Vice Chancellor for Academic Affairs will re-examine all materials pertaining to the case and arrive at a decision. The Executive Vice Chancellor may either approve or reverse the decision of the court, or may change the sanction.

If the Executive Vice Chancellor's decision provides no satisfaction to the student, the student may take the case to the Chancellor of USCB. All materials pertaining to the case will be reviewed by the Chancellor within twenty class days. The Chancellor may either confirm or reverse the decision of the Court or may change the sanction. The Chancellor's actions are final.

## **3. FINAL DISPOSITION**

The Executive Vice Chancellor for Academic Affairs will be responsible for implementing any imposed sanctions. The Executive Vice Chancellor will also inform the Registrar if the sanctions require any restrictions on the student's future enrollment or actions to be officially noted on the student's transcript. The Executive Vice Chancellor will keep records of all foregoing procedures in a confidential file.

#### **4. SANCTIONS AND PENALTIES**

In the interest of consistency, sanctions and penalties must be imposed as follows:

*First Violation:* Circumstances and the severity of the violation will determine the sanction. Any or all of the following may be imposed for a first offense:

1. A Letter of Warning – an official reprimand (discretionary use by the Honor Court for a first offense only). A letter of warning indicates that any additional violations may result in immediate suspension from the University.
2. Failing grade on the assignment in question – the faculty member's prerogative.
3. Failing grade for the course – the faculty member's prerogative.
4. Withdrawal from the course with a failing grade – an extraordinary step and only by specific direction of the Honor Court.
5. Probation. A period of review and observation during which a student is under an official warning that subsequent violations of the Honor Code are likely to result in a more severe sanction including suspension or expulsion from the University. Students on probation may be barred from participating in any or all extra- or co-curricular activities.
6. "X" on the transcript before a grade denoting an Honor Code Violation.
7. Research Project. This sanction can be assigned for the educational benefit of the student and should be related to academic integrity or ethics on the whole or in the discipline in which the offense occurred. The report is submitted to the Chair of the Honor Court.
8. Suspension from the University for a period of no less than one semester.
9. Expulsion from the University.
10. A combination of the above sanctions.

*Second Violation:* Either of the following sanctions may be imposed, effective immediately:

- a. Suspension (for up to one academic year); or
- b. Permanent suspension.

In either case, the student will receive a failing grade in the course in which the violations occurred and a "W" or "WF" in all other courses. The suspension period will begin immediately following the conclusion of the case. Although a student will not be allowed to enroll in summer school during the suspension period, summer sessions will not count as suspension periods.

*Third Violation:* A third violation necessitates permanent suspension from USCB.

All statements, information, or comments given during hearings will be held in strictest confidence by members of the USCB faculty, staff and witnesses before, during and after deliberation. Only duly authorized persons or faculty and staff with an educational need to know will be informed of the proceedings and outcome.

The Chair of the Honor Court will exercise control over the hearing to avoid needless consumption of time through repetition of information and/or to prevent the harassment or intimidation of participants. Any member of the Honor Court may require the board to go into executive session to discuss and decide a matter by majority vote. The hearing can be recessed at any time by the chair. The chair shall ensure that all procedures are followed appropriately.

After all information has been presented and the charged party has made a final statement, the Honor Court shall meet in private to discuss the case, reach a decision, and if appropriate, determine a sanction. Determination of responsibility must be agreed upon by at least two-thirds of those present and voting. If a decision of responsibility is reached, information concerning any past disciplinary record of the student(s) will be presented to the Honor Court for its consideration in determining an appropriate sanction. The Executive Vice Chancellor or designee is not present when decisions of responsibility and sanctions are made.

The chair of the Honor Court may make a tape recording of all judicial hearings. The charged party or parties and their advisor shall have the right, upon request, to listen to the recording in the presence of a staff member of the Office of the Executive Vice Chancellor.

The charged student may request a duplicate copy of the recording at his/her own expense within a period of six months from the date of the hearing.

After the hearing, the Executive Vice Chancellor shall be responsible for forwarding the written decision of the University Honor Court to the charged party or parties. The letter from the Honor Court shall consist of a statement of charges; findings of the hearing authority and the rationale for the findings; sanction(s) and the rationale for the sanction(s); and a statement regarding the right to appeal and the appeal procedures.

Students found responsible shall have five class days from the date the decision letter is sent to submit a written request for an appeal. If there is no appeal within this time limit, the Executive Vice Chancellor shall implement the decision.

The request for appeal shall be by memorandum addressed to the faculty chair of the Honor Court through the Executive Vice Chancellor. The memo must state the reason(s) for believing the decision of the original hearing authority to be improper.

### **MILITARY DEPLOYMENT**

This policy addresses situations in which currently enrolled students in the National Guard or Armed Forces Reserves are placed on active duty by order of the President of the United States or the Governor of their state during a national or state emergency. This policy also applies to active duty military personnel who are reassigned during a time of national emergency, as declared by the President of the United States.

For purposes of this policy the President of the University may also invoke the provisions of this policy. The general University policy for students serving in the National Guard or Reserves who are called to active military duty or active duty military personnel who are reassigned during a time of national emergency during an academic term is to provide a full withdrawal from the University without academic or financial penalty (grade of "W", 100% refund) and to suspend the normal policy of converting grades of incomplete to grades of "F" after twelve months. This policy will apply only to courses in which the student is enrolled at the time that he or she is called to active duty.

### **PROCEDURE**

All students requesting special consideration regarding their call to active military duty or reassignment of duty must provide full written verification through the submission of their orders or alert notice. This notice must be submitted to the Vice Chancellor for Student Development along with a statement requesting relief from academic or financial penalty. Students intending to withdraw from all courses and secure a grade of "W" should be referred to the Vice Chancellor for Student Development. This step is

essential to receiving special consideration in accordance with this policy. Students enrolled in one or more courses who do not wish to withdraw from all courses, but wish to negotiate with their instructors for a combination of grades, incompletes, and/or “W”s, should likewise be referred to the Vice Chancellor for Student Development. “WF”s shall not be assigned to students called to active military duty. After the Vice Chancellor documents an individual’s military call-up status in writing, the student will be informed of his or her options and given a statement verifying his or her status, which should be presented to the Executive Vice Chancellor for Academic Affairs. A copy of the statement and all supporting documentation should also be sent to the Registrar. Students opting for “W” grades may secure from the Registrar an Extenuating Circumstances form (Request for Assignment of “W” Grade for Extenuating Circumstances after Penalty Date, AS122A). The completed Extenuating Circumstances form should be returned to the Executive Vice Chancellor for Academic Affairs for final approval and then forwarded to the Registrar’s office. The student will be issued a complete refund for each course for which a grade of “W” is received. Except for withdrawals, it will be up to each instructor to assign a letter grade or an incomplete (“I”) consistent with applicable departmental, college and University policies. If an incomplete grade is assigned, an Assignment of Incomplete Grade form (AS-5) must be completed.

Special care should be exercised by the student and the instructor to state clearly and specifically the “Conditions for Make-Up” at the bottom of this form. This specificity will protect the instructor and the student from miscommunication and will serve as a contract for the completion of the course. The normal policy of converting grades of “I” to grades of “F” after twelve months is suspended for students in this category. The student may complete the work for up to twelve months after release from active duty or return from active duty reassignment. Copies of military orders must be provided to the Registrar before the extension will be granted. The Registrar will monitor the application of this policy suspension. If an undergraduate student fully withdraws and remains absent for more than one major (16 week) semester, the student must apply for readmission with waiver of any application fee and will be given every consideration for readmission in the same academic status as at the time of the withdrawal. Students seeking readmission should refer to the procedures for “Readmission of Former Students” as stated in the Undergraduate Studies Bulletin. Students who present unique problems not covered by this policy should contact the Vice Chancellor for Student Development.

## **BUSINESS AND FINANCIAL INFORMATION**

### **REFUNDS**

The University will refund all or part of academic fees in certain cases.

1. Change in a student’s residency status within the academic year. (All requests for refunds are limited to the current academic year for which the refund is requested. Refunds may be requested at any time during the academic year in which the applicable terms occur. Residency applications must be completed before the end of the academic year for which a refund is requested. The academic year begins with the fall terms and ends with the last summer session.)
2. Dropping of one or more courses from full-time to part-time status; or if part-time, a schedule change that results in fewer credit hours.
3. Withdrawal from the University.
4. Cancellation of a class by the University.

Refunds are initiated by dropping or withdrawing from courses. If a refund check is due, it will be issued

from the USC Columbia campus approximately six to eight weeks from the drop or withdrawal date. Refunds are not issued to credit cards. They will be mailed to the home address on record. For the complete refund policy, please consult the USCB 2011-2012 Bulletin at [www.uscb.edu](http://www.uscb.edu) (Academics/Undergraduate/Registrar/Academic Bulletins).

***Title IV Funds (Federal Student Aid) Refund Policy:***

The refund policy for students who have received Title IV funds and withdraw from the University differs from that stated above. Federal financial aid funds are awarded with the expectation that students will complete the entire period of enrollment. Students “earn” a percentage of the funds that are disbursed with each day of class attendance. When a student who has received federal aid funds (Title IV Funds) leaves school before the end of the semester or a designated period of enrollment, federal regulations require the University of South Carolina to calculate the percentage and amount of “unearned” financial aid funds that must be returned. Once a student has completed more than 60 percent of the enrollment period, all funding received is considered to have been earned. This calculation may have the effect of requiring the student who withdraws before this time to repay funds that have already been disbursed or credited toward the current account for tuition and fees. Students are encouraged to meet with a counselor in the financial aid office, or the appropriate office on their campus, prior to making a decision to withdraw from school.

***Financial Aid Distribution:***

All federal, state, institutional and private financial aid funds are disbursed through the Bursar’s Office. Disbursements for the current term will begin 10 (ten) days prior to the start of classes. After all fees have been paid, students may pick up their overage checks in the Business Office with a valid picture ID. Electronic deposit of overage checks is available by signing the Authorization for Electronic Debit/Credit Form. Electronic deposits normally take 24 hours, but could take up to 72 hours.

***Refund Schedules:***

There are different refund schedules for dropping one or more classes, and for completely withdrawing from USCB. There are also different schedules for the sixteen-week and eight-week classes. Please consult the refund calendar or contact the Bursar’s Office with any questions regarding a refund. Refund schedules are available online at [www.uscb.edu](http://www.uscb.edu) (Working at USCB/Offices/Finance and Operations/Bursar/Fees and Refunds).

***Appeals Process:***

A process for refund appeals exists for students who believe circumstances warrant an exception from published policy. A Refund Appeals Committee meets once a month to review and respond to all appeals.

***Accounts Receivable:***

The Bursar’s Office is primarily responsible for the collection of all current University student accounts receivables. The Accounts Receivable staff will help with any questions students may have about their account balances. Current term fees can be paid through VIP (Visual Information Processing), by mail or in person at the Business Office. Checks should be made payable to the University of South Carolina. All checks are processed and deposited immediately upon receipt. Credit card payments can be made only on the Web, using VIP. Electronic payments via check may also be processed on VIP with no additional fees.

***Delinquent Student Collections:***

All delinquent debt is handled by the Bursar’s Office. This includes past-due tuition, Title IV debt, returned checks, parking fines and other University delinquent accounts. Students have ten (10) business days to clear an obligation once incurred. Obligations outstanding after ten (10) days will be considered delinquent. Failure to pay an outstanding student receivable will result in a hold on the student’s account. The student will be unable to request transcripts, receive grades or register for future terms until the debt is paid in full. Please contact the Bursar’s Office to check the status of delinquent obligations. The student must satisfy the conditions of the financial hold in order to have it released.



## **NON-ACADEMIC CODE OF CONDUCT**

**Introduction** The University of South Carolina Beaufort strives to protect this educational community and to maintain social discipline among its students and student organizations. Consistent with its purposes, reasonable efforts will be made to foster the personal and social development of those students who are held accountable for violations of University social regulations.

The purpose of this document is to set forth the specific authority and responsibility of the University in maintaining social discipline, the educational process of determining student and student organization accountability for violating the regulations, and the proper procedural safeguards to be followed in this process to insure fundamental fairness and protect the students and student organizations from unfair imposition of serious penalties and sanctions.

**Application of Laws and Regulations** Students should be aware that educational institutions are not sanctuaries beyond the reach of the criminal laws of the communities and states wherein such institutions exist. While the rules and regulations of the University of South Carolina Beaufort are not meant to duplicate general laws, there are some aspects in which the lawful interests of the institution as an academic community coincide with the broader public interests treated in general laws. Students, or student organizations, who commit offenses against the laws of municipalities, states, or the United States, are subject to prosecution by those authorities and may be subject to disciplinary action under University rules when their conduct violates institutional standards.

Students, no less than other citizens, are entitled to be secure in their personal lodgings, papers, and effects against unreasonable searches and seizures. Searches and seizures by law enforcement personnel incident to investigations or arrests are conducted only under proper warrant. This does not prohibit normal inspections of University housing or other facilities for maintenance, health, or safety purposes.

Students enjoy the same freedoms of speech and peaceable assembly as all citizens, but they are under certain legal obligations in the exercise of these freedoms by virtue of their membership in the University community. Expression may be subjected to reasonable regulations of time, place, number of persons, and form under established regulations. Expression in the form of action that materially interferes with the normal activities of the institution or invades the rights of others is prohibited. The University is pledged to protect lawful exercise of the rights of free speech and assembly and will invoke appropriate legal and disciplinary sanctions when necessary in the pursuit of this goal.

**Authority and Responsibility** The responsibility for good conduct rests with students as individuals, for both themselves and their guests. Student organizations have similar responsibility for maintaining good conduct among their members and guests and at activities they sponsor. All members of the University community are expected to use reasonable judgment in their daily campus life and to show due concern for the welfare and rights of others.

The Board of Trustees is the governing body of the University and the powers of the President, Chancellor and the faculty are delegated by the Board in accordance with its policies. The faculty, subject to review by the Chancellor, President and the Board of Trustees, has legislative powers in all matters pertaining to the discipline of students and student organizations. The student discipline system is administered by the Division of Student Development. Student Government as an elected and representative voice of the student body has the right to comment on any proposed changes pertaining to the discipline of students.

The Vice Chancellor for Student Development, in turn, designates the Office of Housing and Judicial Affairs as directly authorized and responsible for the total operation of the Student Judicial System. This responsibility includes formulating and implementing policies and procedures, in cooperation with other appropriate University bodies, for the judicial consideration of conduct violations and the imposition of sanctions in an efficient, consistent, fair, legal, and educationally meaningful manner. The Office of

Housing and Judicial Affairs may further delegate its responsibility to various judicial bodies and administrative staff.

**Student Code of Conduct - General Provisions** This section establishes the rules and regulations all students and student organizations of the University of South Carolina Beaufort are expected to follow under the duty and corollary powers inherent in educational institutions to protect their educational purposes through the setting of standards of student conduct and scholarship and through the regulation of the use of University facilities.

Students and student organizations have a right to expect enforcement of these rules and regulations. The University also has the right to expect students and student organizations to abide by them as befits the responsibilities of students as members of the University community. Knowledge of these rules and regulations can prove most beneficial to students and student organizations in utilizing and protecting their guarded rights. It is important to add, however, that unfamiliarity with institutional regulations or rules is no ground for excusing infractions.

#### Scope of Application

The University may take disciplinary action for a violation of the Student Code of Conduct when the offense takes place on University premises or at University sponsored, endorsed, supported or related events which occur off campus, or when an offense which occurs off campus may adversely affect any interest of the University.

**Definition of a “Student”** For the purpose of this policy a “student” is defined as any person who is admitted, enrolled or registered for study at the University of South Carolina Beaufort for any academic period, and those who attend post-secondary educational institutions other than the University of South Carolina Beaufort and who reside in a USCB residence facility. Persons who are not officially enrolled for a particular term but who have a continuing student relationship with, or an educational interest in, the University of South Carolina Beaufort are considered “students”. A person shall also be considered a student during any period while the student is under suspension from the institution or when the person is attending or participating in any activity preparatory to the beginning of school including, but not limited to, orientation, placement testing, and housing check-in.

**General Principles of Group Responsibility for Student Organizations** Although not all acts of individual group members can or should be attributable to the group, any group or collection of its members acting in concert should be held responsible for its actions. In determining whether a group may be held collectively responsible for the individual actions of its members, all of the factors and circumstances surrounding the specific incident will be reviewed and evaluated. As a guiding principle, groups will be held responsible for the acts of their members when those acts grow out of, or are in any way related to group life. Isolated violations of individuals should not be chargeable to the group, but evidence of group conduct exists where:

- a. Members of the group act in concert to violate University standards of conduct.
- b. A violation arises out of a group-sponsored, financed, or endorsed event.
- c. A group leader (s) has knowledge of the incident before it occurs and fails to take corrective action.
- d. The incident occurs on the premises owned or operated by the group.
- e. A pattern of individual violations is found to have existed without proper and appropriate group control, remedy, or sanction.
- f. Members of a group act in concert or the organization provides the impetus for violation of University rules and regulations.

Students who are arrested by any law enforcement agency are required to inform the Office of Housing and Judicial Affairs of such matters within 72 hours of the arrest. Students arrested may be subject to University disciplinary action when their conduct violates University standards. Failure to report this information to the Office of Judicial Affairs will result in a "Failure to Comply" charge and may result in further disciplinary action.

**Student Code of Conduct - Other Provisions** The following statements constitute the official record of all general conduct rules and regulations at the University of South Carolina Beaufort. Individual students and student organizations are expected to abide by these regulations and administrators are expected to enforce them. These regulations should be read broadly and are not designed to define prohibited conduct in exhaustive terms. Additional rules and regulations may be promulgated during the year; announcements will be made upon adoption of the changes or additions. NOTE: Attempting, abetting, or being an accessory to any act prohibited by the General Student Conduct Regulations shall be considered the same as a completed violation.

*Alcohol Policy:*

1. No one under the age of 21 may purchase, possess or consume any alcoholic beverages anywhere at the University of South Carolina Beaufort.
2. Aiding or abetting in the sale or transfer of alcoholic beverages to any person under the age of 21 is prohibited.
3. Persons and their guest(s), 21 years of age or older, may possess and consume alcoholic beverages in individual residence hall rooms/ apartments on campus when ALL persons assigned to live in the apartment are 21 years of age or older.
4. No one under the age of 21 can be present in the room/ apartment with any open container of any alcoholic beverage(s).
5. Alcohol is not permitted in lounges, hallways, breezeways, stairwells, parking lots, courtyards and other common areas outside of individual apartments.
6. At no time are kegs or any other common source containers of alcohol allowed and all beverages must be used in individual containers.
7. Any container of alcohol being transported must be sealed and covered while on University premises.
8. Drinking contests/ games are prohibited on the USC Beaufort campus.
9. Anyone who appears on campus and is obviously impaired as a result of being under the influence of any substance is in violation of the alcohol policy.
10. Property damage as a result of alcohol or other drug use is a violation of the alcohol policy.
11. No manufacturing of alcohol of any kind is permitted

As members of the University community, students are expected to comply with and abide by this policy as well as the laws of the State of South Carolina.

This policy is subject to change with new local, state or federal laws pertaining to the possession and consumption of beer, wine or distilled spirits.

*Compliance with General Laws:* Students or student organizations involved in alleged violations of any federal, state, or local laws may be subject to disciplinary action. Disciplinary action imposed by the University may precede and/or be in addition to any penalty imposed by an off-campus authority.

*Computer Misuse:* In addition to adhering to the University's "Computer Network and Access Policy" (ACAF 7.01), misusing University computing resources by intentionally making, receiving, accessing,

altering, using, providing or in any way tampering with files, discs, programs, passwords, messages or other computer users without their permission is prohibited. Using computer resources to harass others or in ways that violate institutional computer use policies is prohibited.

*Damage to Property:* Damage to or destruction of property, or actions that have the potential for such damage or destruction is prohibited. Conduct which threatens to damage, or creates hazardous conditions such as dropping, throwing, or causing objects or substances to fall from windows, doors, ledges, balconies or roofs and the placing of trash, garbage, etc. in areas not designated for such is also prohibited. This includes, but is not limited to, unauthorized application of graffiti, paint, etc. to property or removal of window restrictors, security screens, etc.

*Disorderly Conduct:* Individual or group behavior that is lewd, indecent, or a breach of peace. Such conduct includes, but is not limited to, unwelcome physical contact, or noncompliance with University officials, staff, or law enforcement when acting in the scope of their duties.

*Disruptive Activity:* No person or organization may interfere with, disrupt normal activity and operations of, or promote the interference or disruption of students, faculty, administration, staff, or the educational mission of the University, or of the University or its buildings, equipment or facilities. Any form of expression that materially interferes with such activities and operations or invades the rights of persons may be proscribed or prohibited.

Noncompliance with reasonable time, place, or manner restrictions on expression is considered a violation of this section. Such activity includes, but is not limited to, behavior in a classroom or instructional program that interferes with the instructor or presenter's ability to conduct the class or program, or the ability of others to profit from the class or program.

NOTE: To remain in the vicinity of activity which threatens to disrupt or is disrupting normal University functions may have serious legal and disciplinary implications. Bystanders, if their presence incites or adds to the disruption, as well as more active participants in the disruptive activity may be charged with jointly engaging in an enterprise which is prohibited by law. Students should accordingly avoid the scene of any disruptive or potentially disruptive action. In any case, failure to leave when asked to disperse by University or law enforcement officials will result in disciplinary and/or legal action.

NOTE: In any case wherein students of the University of South Carolina Beaufort are involved in action which is disruptive of the normal activities of the institution or its personnel, or which exceeds the bounds of normal internal discipline in its impact, the Board of Trustees may exercise its right to name a Special Hearing Board, Committee, or Officer to investigate the questioned action and to initiate appropriate disciplinary or other measures.

*Drug Policies:* The unauthorized possession, use, manufacture, sale, or distribution of any counterfeit, illegal, dangerous, "designer," or controlled drug or other substance is prohibited. This includes prescription medications. Violating any other provision of the Student Code of Conduct while under the influence of any illegal or illegally obtained drug is also a violation of this policy (Refer to the University Drug Policy). The possession of drug paraphernalia is also prohibited (i.e., pipes, bongs, blunts). Any dilute, late, missed, forged, or failed university required drug screen will constitute a violation of this policy.

*Failure to Comply with Official Requests:* Students and student organizations are expected to comply with and respond appropriately to the reasonable and lawful requests of University officials in the performance of their duties. Students are expected to appear at disciplinary hearings to respond to allegations or testify as a witness when reasonably notified to do so. A failure to properly comply with or complete a sanction or obligation resulting from a disciplinary hearing or adjudication may also be considered failure to comply with an official request. (Note to resident students: The definition of University officials in this regulation includes Housing staff).

*Failure to Comply with University Policies and Procedures:* Failure to abide by any published University policy or procedure is prohibited.

*Fire Hazard:* No person shall start a fire or create a fire hazard on University property without University authorization. This regulation is also intended to prohibit the possession and/or use of candles, torches, incense burners, other open flame apparatus, as well as extension cords and other devices or materials which may create a fire hazard if used without authorization or in unauthorized areas including, but not limited to, residence hall rooms.

*Fraud or Lying:* Lying or fraudulent misrepresentation in, or with regard to, any transaction with the University, whether oral or written, is prohibited, including but not limited to misrepresenting the truth before a hearing of the University or knowingly making a false statement orally or in writing to any University official which materially interferes with University processes or procedures.

*Harm to Persons:* Actions which result in physical harm, have the potential for physically harming another person, which create conditions that pose a risk of physical harm to another, or which cause reasonable apprehension of physical harm are prohibited. Conduct which threatens to cause harm to persons, or creates hazardous conditions for persons, such as dropping, throwing, or causing objects or substances to fall from windows, doors, ledges, balconies or roofs is also prohibited.

*Harassment:* Conduct that creates or attempts to create an intimidating, hostile, or offensive environment for another person. Such conduct includes, but is not limited to, action(s) or statement(s) that threaten harm or intimidate a person, stalking, voyeurism (or peeping) or any other form of unwanted contact.

- Voyeurism is defined as viewing, photographing, audio recording, video recording, producing, or creating a digital electronic file or filming another person without that person's knowledge and consent, while the person is in a place where he or she would have a reasonable expectation of privacy.

*Misuse of Documents:* Forgery, alteration, or misuse of any document, record, or officially issued identification is prohibited, including, but not limited to, furnishing false information or withholding material information from the University processes or procedures.

*Misuse of Fire Alarms and Safety Equipment:* No person shall make, or cause to be made, a false fire alarm, or emergency report of any kind. No person shall tamper with, damage, disable or misuse fire safety equipment including, but not limited to, fire extinguishers, fire hoses, fire alarms and fire doors. Tampering with or disabling any fire safety equipment in a residence hall may result in your immediate removal from University Housing and a fine.

*Misuse of Keys:* No person may use or possess any University key without proper authorization. No student is allowed under any condition to have a University key duplicated. (Note to resident students: Loaning a residence hall room key to a person not assigned to that room may be considered a violation of this regulation).

*Misuse of Telephones and/or other Communication Technology:* No student shall misuse or abuse, or assist in the misuse or abuse of communication equipment at the University. Such activity includes, but is not limited to, using any form of communication equipment to harass or threaten any person or persons, or using any form of communication equipment to disrupt the normal operations or activities of any person, organization, or the University. Communication equipment includes, but is not limited to, electronic mail, pagers, voice mail, computers, printers, etc.

*Misuse of University Student Identification Cards:* Lending a University Student ID card to anyone for reasons not authorized by the University Student ID policy, failing to present a Student ID card when requested by a University official acting in the performance of his or her duties, or possessing or using a

fraudulent ID card, may subject the owner and/or the holder to disciplinary action (Refer to University Student Identification Card Policy).

*Possession of Weapons:* The unauthorized possession or use of firearms or weapons of any other kind (including but not limited to knives, slingshots, metal knuckles, razors, paintball guns, BB guns, and air pistols) is prohibited. The use or display of any object or instrument in a dangerous or threatening manner is prohibited. The University Department of Public Safety provides temporary storage of these items with scheduled access by owners.

*Sexual Assault:*

A. For the purposes of this policy and related procedures, the term sexual assault is defined as one or more of the following:

1. Offensive Touching Sexual Assault - the touching of an unwilling or non-consensual person's intimate parts (such as genitalia, groin, breast, buttocks, mouth, and/or clothes, covering them); touching an unwilling person with one's own intimate parts: or forcing an unwilling person to touch another's intimate parts.
2. Non-consensual Sexual Assault – unwilling or non-consensual penetration of any bodily opening with any object or body part. This includes, but is not limited to, penetration of a bodily opening without consent through the use of coercion.
3. Forced Sexual Assault - unwilling or non-consensual penetration of any bodily opening with any object or body part that is committed either by force, threat, intimidation, or through exploitation of another's mental or physical condition of which the assailant was aware or should have been aware.

Portions of this policy may parallel published laws, but are in no way intended to substitute or supplant those laws. As members of the University community, students are expected to comply with and abide by the University policies and guidelines issued below, as well as the laws of the State of South Carolina.

B. Healthy sexual activities involve mutually expressed consent. Consent is defined as follows:

1. Both individuals are physically free and capable to act.
2. Both individuals are willing and clear about their intent to engage in sexual activities.
3. Silence may not in and of itself constitute consent.
4. Past consent of sexual activities does not imply ongoing future consent.

C. The use of alcohol and other drugs, in conjunction with an incident of sexual assault, does not mitigate accountability for the commission of this crime or diminish the seriousness of the crime. The use of a substance with the possibility of harm to another individual will be considered by the Judicial Hearing Officer or pre-hearing Adjudication Officer when determining responsibility and appropriate sanctions.

D. This policy is subject to change to comply with changes in relevant laws or University operating procedures.

E. Victims of sexual assault who report their experience to University officials can anticipate that:

1. All sexual assaults will be treated seriously.
2. Victims will be treated with dignity and respect and in a non-judgmental manner.
3. Campus organizations and services that can assist victims will be identified.
4. When a crime is reported to University officials, those officials will offer assistance in notifying proper authorities.

5. When victims report and choose to pursue action against alleged assailants, assaults will be investigated and adjudicated by appropriate criminal and/or University authorities.
6. University personnel will not discourage victims from reporting, nor encourage them to under-report or report the incident as a lesser crime.
7. Victims may invite an advisor they choose to accompany them through University disciplinary proceedings.
8. A victim will be notified of the outcome of related University discipline proceedings. The victim and the charged student must respect the privacy of all involved.
9. Victims will be made aware of any State or Federal laws regarding mandatory testing of sexual assault suspects for communicable disease and whether these professionals can notify a victim of the results of these tests.
10. Victims will be informed of mental health services available.
11. Victims will be afforded the opportunity to request immediate on-campus housing relocation, transfer of classes, or other steps to prevent unnecessary or unwanted contact or proximity to an alleged assailant when reasonably available.
12. All students have the right to an environment free from sexual or physical intimidation, or any continuing disruptive behavior, by persons sharing rooms or their guests, that would prevent a reasonable person from attaining their educational goals. Disruptive behavior of this nature should be reported to appropriate University staff, so it can be addressed.
13. The sexual history of the victim is not considered relevant to the truth of the allegation; therefore, information regarding sexual history external to the relationship between the victim and the alleged assailant will not be considered in discipline hearings.

F. Providing or making available to a victim, and/or using any substance (e.g. alcohol, GHB, Rohypnol, etc.) will be considered by the Administrative Hearing Officer when determining responsibility and appropriate sanction.

1. Use of these substances in violating this policy may constitute “Forced Sexual Assault” and result in expulsion from the University. In addition, the use of these substances by an alleged assailant may constitute violation of other University policies, and the student may be charged with these violations as well (e.g. Drugs, Harm to Persons, Disorderly Conduct, Disruptive Activity, Alcohol, etc) .
2. The use of alcohol and other drugs by either party, in conjunction with an incident of sexual assault, does not mitigate accountability for the commission of this offense or diminish the seriousness of the offense.

G. In the event that the alleged sexual assault is committed by more than one person, there will be one hearing conducted for all accused students. However, charges against the students may vary.

H. As noted above, in publishing this policy the University is not intending to substitute or supersede related civil and criminal law. It is the policy of the institution to strongly encourage victims to report all incidents and violations to the law enforcement officials or agencies with appropriate jurisdiction and avail themselves of all the services and rights to which they are entitled by law.

I. It should be clearly understood that there is a fundamental difference between the nature and purpose of student conduct procedures and criminal law. Regardless of the charge issued or

procedures employed, sanctions issued by the University can be expected to be consistent with the educational mission of the institution.

J. According to university policy, the University may bring disciplinary action against the student for the same incident if the alleged conduct is prohibited by the institution and/or if it is judged to be adverse to the recognized mission of the institution. University conduct procedures are distinct and independent of any and all criminal procedures. Student conduct procedures may precede, occur simultaneously, or follow and consider the results of court action. When necessary, temporary action may be taken in the form of summarily suspending, summarily restricting, or officially requesting no contact between the victim and assailant, as well as possible relocation or removal from the residence halls. Any of these measures may result in a student's restricted participation in University events outside attendance of classes and appointments related to the resolution of discipline matters.

K. At this printing, the South Carolina State Code (SC Code Ann. Sec. 16-3-651 to 16-3-654) defines criminal sexual conduct, which includes rape, as "sexual intercourse, cunnilingus, fellatio, anal intercourse, and any intrusion, however slight, into anal or genital openings, except when such intrusion is accomplished for medically recognized treatment or diagnostic purposes." (SC Code Ann. Sec. 16-3-651)

1. The law goes on to describe three degrees of criminal sexual conduct:

a. First degree criminal sexual conduct involves a sexual contact (battery) using aggravated force, and/or in association with another crime such as kidnapping, robbery, extortion and burglary. First degree criminal sexual conduct is a felony and is punishable by imprisonment for up to 30 years.

b. Second degree criminal sexual conduct involves batteries accomplished or attempted with aggravated coercion. Batteries involving an assailant in a position of authority over the victim are also considered second degree criminal sexual conduct. Criminal sexual conduct in the second degree may be punished by up to 20 years imprisonment.

c. Third degree criminal sexual conduct involves batteries where force or coercion is used and/or the assailant knows or has reason to know that the victim is mentally defective, mentally incapacitated or physically helpless, even though aggravated coercion is not used. Third degree criminal sexual conduct is a felony and punishable by up to 10 years in prison.

L. If an assault takes place on-campus: contact the Department of Public Safety at (843) 208-8911

M. If an assault takes place off-campus: contact area police by calling 911 and the Department of Public Safety at (843) 208-8911. This phone number will call the University's Public Safety dispatcher.

N. If the sexual assault occurred within 72 hours, a rape protocol exam can still be administered at local hospitals. However, the sooner a sexual assault is reported, the more likely evidence will still be present. To help preserve evidence, the victim is encouraged not to:

1. bathe or douche;
2. urinate;
3. drink any liquids;



4. if oral contact has occurred, the victim is encouraged to refrain from smoking, eating or brushing their teeth;
5. if clothes are changed, soiled clothes should be placed in a paper bag (plastic destroys crucial evidence).

O. Public Safety may transport the victim to an area hospital for medical attention and a sexual assault forensic exam.

1. If the victim does not want to contact the police immediately, a friend or relative may transport the student to the hospital. The hospital staff may also contact the University Public Safety Office and/or the police where the incident occurred, once the survivor arrives at the hospital.

P. Medical attention is crucial to assess possible internal injuries or sexually transmitted diseases, as well as to collect medical evidence should the victim/survivor choose to pursue prosecution. The police will be contacted by the hospital to take possession of evidence collected while the victim/ survivor makes a decision about whether to pursue charges.

1. If a victim chooses not to go to a hospital, the victim is strongly urged to seek appropriate medical attention.

Q. Research has shown that follow-up counseling is of significant benefit to a victim/survivor of sexual assault and/or related trauma. This counseling may be initiated at any time after an assault (from hours to years). On-or off-campus counseling and other services are available to a student victim whether the crime was reported or prosecuted.

1. Hope Haven of the Lowcountry is an off-campus resource that provides short-term counseling, as well as crisis intervention. Services are provided for all victims, no matter when the assault occurred. The 24-hour hotline number is (800) 637-7273.
2. The Counseling Center is an on-campus resource that provides free counseling visits to students. The phone number is (843) 208-8120.
3. University Housing is available to assist a victim with housing needs, such as relocation. They also have trained professional staff who can assist the victim in locating assistance and services needed. They can be reached at (843) 208-8911. Housing staff can be reached after hours at (843) 368-2265 or (843) 540-4383.
4. The Office of Housing and Judicial Affairs can assist a victim with filing a discipline complaint. The phone number is (843)208-8722.
5. South Carolina Bar Association, Lawyer Referral Service, can assist victims in finding an attorney to represent them in civil and criminal proceedings. The phone number is 1-800-868-2284 or (803)799-7100.

R. All victims of sexual assault/battery are encouraged to report the incident to law enforcement agencies. Regardless of whether the victim chooses to immediately involve law enforcement officials, the victim is strongly urged to go through the sexual assault forensic exam for medical attention and for the purpose of preserving important physical evidence of the assault, which may be used if the victim chooses to pursue legal prosecution at a later date. The sexual assault forensic exam should be done as soon as possible. Physical evidence can be obtained up to 72 hours after the assault, recognizing that as time passes, the quality of the evidence diminishes.

S. A victim/survivor may also choose to file a report to the University's Office of Judicial Affairs. An explanation of this procedure can be obtained by calling (843)208-8722. The student conduct procedures are also described in a separate section below and published in the Student Handbook.

1. Whether legal or disciplinary action is desired, an anonymous report may be filed, at any time, with the Office of Housing and Judicial affairs. This report provides University staff with information about the crime that may be valuable in their efforts to prevent future crimes and educate other students about high risk areas.
2. University officials who have knowledge about an assault are required to file an anonymous report with the Department of Public Safety, (843) 208-8912 (business hours), in addition to supporting the victim/survivor and referring that person to campus resources.

*Skateboarding, Bikes and Skates Policy:* For the safety of everyone, the use of in-line skates, skateboards, scooters, bicycles or any similar recreational devices are prohibited within USCB buildings or on/with any signs, tables or fountains. Bike racks are provided in several locations on campus. Care and caution should be used at all times on campus roadways, walkways and parking areas when using any type of recreational equipment. Pedestrians utilizing the sidewalks have the right of way. This policy applies campus-wide.

*Smoking Policy:* All buildings are designated as smoke-free environments. Front steps/entrances of residential buildings and the courtyard at Palmetto Village are designated as non-smoking areas. Smoking on the USCB campus is restricted to designated smoking areas outside and at least 25 feet away from the buildings (where posted). Smoking is not permitted in student living quarters at any time including living rooms and other common areas in the residence halls. Students and guests are expected to respect all rights of non-smokers. Community members who are in violation of smoking regulations are subject to disciplinary action and/or restitution for damages to or cleaning of USCB property.

*Theft or Misappropriation:* Theft of any kind, including seizing, receiving, or concealing property or services with knowledge that it has been stolen, is prohibited. Sale, possession, or misappropriation of any property or services without the owner's permission is also prohibited.

*Unauthorized Presence/Use of University Facilities:* Unauthorized entry into, presence in or use of University facilities equipment or property which has not been reserved or accessed through appropriate University officials is prohibited.

*Unauthorized Sale of Textbooks:* The sale of a textbook by any student who does not own the book is prohibited without prior written authorization from the owner of the book. Books that are found should be turned in to the Lost and Found located at the Information Desks on both campuses.

*Use of Fireworks and Explosive Materials:* The ignition or detonation of anything which could cause damage to persons or property or disruption by fire, smoke, explosion, noxious odors, stain, corrosion or similar means: Possession of anything in the nature of fireworks, explosives or chemical explosives is prohibited on any property owned or operated by the University or off campus University sponsored events without prior University authorization.

**Sanctions, Individual Students** The following disciplinary sanctions may be imposed upon students found responsible for a violation of the Student Code of Conduct. All sanctions may be imposed either singularly or in combination. The purposes of imposing sanctions are twofold: one, to protect the University community from behavior which is detrimental to the community and/or the educational mission of the University; and two, to assist students in identifying acceptable parameters and consequences of future behavior. The sanction(s) imposed is(are) intended to correspond with the severity or frequency of violations, as well as the student's willingness to recommit himself or herself to good citizenship through behaviors that fall within the Student Code of Conduct of the University.

**Expulsion:** Dismissal from the University without the ability to apply for readmittance.

**Suspension:** Denial of enrollment, attendance, and other privileges at the University for a specified period of time. Permission to apply for readmission upon termination of the period may be granted with or without conditions/restrictions. Students may be required to complete a period of disciplinary probation upon their return to the University. NOTE: Any student suspended or expelled for disciplinary reasons must vacate the campus within the period of time noted in the notice of suspension. The student may not return to campus or University property during the term of the suspension without prior written permission by the Director of Housing and Judicial Affairs designee.

**Conduct Probation:** A period of review and observation during which a student is under an official warning that subsequent violations of University rules, regulations, or policies are likely to result in a more severe sanction including suspension or expulsion from the University. While on conduct probation, a student may be considered to be “not in good standing” and may face specific limitations on his or her behavior and/or University privileges (see Conditions/Restrictions).

**Conditions/Restrictions:** Limitations upon a student’s behavior and/or University privileges for a period of time, or an active obligation to complete a specified activity. This sanction may include, but is not limited to: restricted access to the campus or parts of campus, denial of the right to represent the University in any way, denial of housing or parking privileges, required attendance at a workshop, or participation in public service.

**Written Warning:** An official reprimand that makes the misconduct a matter of record in University files. Any further misconduct could result in further disciplinary action.

**Fines and Restitution:** An order may be issued to make restitution or to pay a fine when a student has engaged in conduct including but not limited to: the damage or destruction of property, the theft or misappropriation of property, fraudulent behavior, violations of the alcohol and/or drug policies, or violations of the fire safety policies. Such property may belong to an individual, group, or the University. Restitution may be in the form of financial payment, community service, or other special activities designated by the hearing authority. Additional fines may be assessed as a punitive measure. **Housing Sanctions:** These sanctions include Written Warning, Conditions, Restitution, Housing Probation, Relocation, and Removal, as described in Housing policies.

**Sanctions, Student Organizations** The following disciplinary sanctions may be imposed upon student organizations when they have been found responsible for violating the Student Code of Conduct. All sanctions may be imposed either individually or in combination. Disciplinary sanctions are imposed for the purpose of holding student organizations and their membership accountable for their actions and the actions of their guest(s), whether on campus or at any organization sponsored function.

**Permanent Revocation of Organizational Registration:** “Permanent revocation” of the organization’s registration means revocation without leave to apply for new registration. Any organization whose registration is permanently revoked must cease all organizational activities upon receipt of the notice of permanent revocation. Any member of an organization whose registration has been permanently revoked shall relinquish any appointed or elected office held with that organization’s governing body. Balances of all organizational funds granted by the Student Government Senate Finance Committee are to be surrendered to the custody of the Senate Finance Committee. Office or housing space assigned by the University shall be vacated within five (5) work days (an organization under emergency suspension may be required to vacate space more quickly) from the date the notice of suspension is issued. Space vacated due to suspension may be reassigned to other eligible University organizations.

**Suspension:** Suspension means denial of rights and privileges of a registered organization for a specified period of time. Any organization whose registration is suspended or revoked must cease all organizational

activities upon receipt of the notice of revocation or suspension. Any member of a suspended organization may not hold an appointed or elected office with that organization's governing body for the duration of the organization's period of suspension. Balances of all organizational funds granted by the Senate Finance Committee are to be surrendered to the custody of the Senate Finance Committee. Office or housing space assigned by the University shall be vacated within five (5) work days (an organization under emergency suspension may be required to vacate space more quickly) from the date the notice of suspension is issued. Space vacated due to suspension may be reassigned to other eligible University organizations. Leave to reapply for registration as a student organization may be granted with or without qualifications. Office or housing space assigned prior to suspension will not automatically be reassigned. The organization may reapply for a space assignment, subject to availability. Suspended organizations will automatically be placed on probationary status for a minimum of one academic year following their renewed registration.

**Conduct Probation:** A period of review and observation during which a student organization is under an official warning that their misconduct was very serious. Subsequent violations of University rules, regulations, or policies could result in a more severe sanction including suspension. During the probationary period, a student organization is deemed "not in good standing" with the University and may be subject to one or any combination of the following conditions and/or restrictions: Denial of the right to represent the University; Denial of the right to maintain an office or other assigned space on University property; Denial of the privileges of:

- a. Receiving or retaining funding;
- b. Participating in intramurals;
- c. Sponsoring any social event;
- d. Sponsoring any speaker or guest on campus;
- e. Participating in any social event;
- f. Cosponsoring any social event or other activity;

**Conditions/Restrictions:** Limitations upon a student organization's privileges for a period of time or an active obligation to complete a specified activity or activities. This sanction may include, for example, denial of housing or social privileges, etc.

**Written Warning:** An official written reprimand making the misconduct a matter of record in University files for a specified period of time. Any further misconduct could result in more severe disciplinary action.

**Restitution/Fines:** An organization may be ordered to make restitution or to pay a fine when the organization has engaged in conduct including but not limited to: the damage or destruction of property, the theft or misappropriation of property, fraudulent or disruptive behavior, or violations of the alcohol and/or drug policies. Such property may belong to an individual, group, or the University. Restitution may be in the form of financial payment, public service, or other special activities designated by the hearing authority. Additional fines may be assessed as a punitive measure.

**Disciplinary Procedures, Individual Violations** The following is a format of rights, responsibilities, and procedures to be used in assuring fundamental fairness in disciplinary proceedings involving one or more students or student organizations accused of an infraction of the Student Code of Conduct.

### **Jurisdiction and Resolution of Complaints**

**University Housing-** Incidents allegedly involving students living in University Housing and/or which

occur in University Housing are resolved by University Housing staff and may be referred to the Office of the Director of Housing and Judicial Affairs. Specific procedures for adjudicating these cases can be found under the “Housing” section of this handbook. The Office of Housing and Judicial Affairs resolves alleged violations by individual students and student organizations as well as Housing.

**Investigation of Complaints - Office of Housing and Judicial Affairs** Upon receiving a complaint of misconduct, or upon his or her own initiative, the Director of Housing and Judicial Affairs or designee may review relevant evidence and consult with relevant parties regarding the incident in question. If the evidence warrants disciplinary action, the Office of Housing and Judicial Affairs will send written notification to the accused student or student organization representative indicating the nature of the activity in question and what University rules were allegedly violated.

**Options for Resolution of Disciplinary Charges - Office of Housing and Judicial Affairs** The student or student organization representative is given the opportunity to meet with the Director of Housing and Judicial Affairs or designee to discuss the charges. If the student fails to meet with the Director of Housing and Judicial Affairs or designee a hold may be placed on the student’s registration preventing him/her from registering for future classes until the matter is resolved. Additionally, the student may be charged with a violation of the “failure to comply” provision of the Student Code of Conduct (section 5.15). A student organization may be restricted from any or all activities until the representative meets with the Director of Housing and Judicial Affairs or designee. The Director of Housing and Judicial Affairs or designee may make a determination and impose a sanction by considering whatever evidence is available. At the conclusion of this discussion regarding the charges, the Director of Housing and Judicial Affairs or designee may either drop the charges if they are unsupported by evidence, or offer the following options to resolve the charges:

**Mediation** - An agreement to participate in a mediation process. This option is reserved for situations where all of the immediate parties in the incident agree to have a conflict resolved in this fashion, and the option is considered appropriate by the Director of Housing and Judicial Affairs or designee. Failure to fulfill the terms of a mediation agreement could lead to reactivation of the charges as well as additional disciplinary action.

**Administrative Hearing** - An informal hearing with the Director of Housing and Judicial Affairs or designee (the Director of Housing and Judicial Affairs or designee may decline to hear the case in this manner and require one of the following two options). An administrative hearing allows the charged party(ies) to present evidence for consideration and suggest witnesses that the Director of Housing and Judicial Affairs or designee may consider interviewing before a decision is rendered. The Director of Housing and Judicial Affairs or designee may contact other parties who have knowledge/information regarding the incident in question. The charged student (s) /student organization representative waives the right to question such parties or otherwise participate in an evidentiary hearing. Within ten (10) business days of this hearing, barring special circumstances requiring an extension of this time limit, the Director of Housing and Judicial Affairs or designee will send the charged party(ies) a letter that indicates the finding of “responsible” or “not responsible” for the charges, and any sanctions imposed subsequent to a finding of responsibility.

**Formal University Judicial Board** - A formal hearing before the Judicial Board. The Judicial Board shall consist of at least five (5) members selected by the Director of Housing and Judicial Affairs or designee from a pool of student members; faculty members appointed by the Chairperson of the Faculty Senate or designee, and administrative staff members appointed by the Director of Housing and Judicial Affairs or designee. Faculty members are appointed for staggered two (2) year terms, staff members are appointed annually, and student members are selected annually. University Judicial Board Hearings are tape-recorded.

Within ten (10) business days of this hearing, barring special circumstances requiring an extension of this

time limit, the Director of Housing and Judicial Affairs or designee will send the charged party(ies) a letter which indicates the finding of “responsible” or “not responsible” for the charges, and any sanctions imposed subsequent to a finding of responsibility.

NOTE: Should a student fail to appear for an Administrative Hearing or a Judicial Board Hearing, that student may be considered as having waived his/her right to represent themselves in the hearing and a decision may be made in their absence.

### **Judicial Board**

**Selection, Composition and Dismissal:** The Judicial Board is comprised of a pool of student members selected by the Director of Housing and Judicial Affairs or designee, and volunteer faculty and staff members, approved and selected by the Director of Housing and Judicial Affairs. Non-faculty members are appointed/selected/approved annually.

For a University Judicial Board Hearing, the Board will form a hearing panel. It shall consist of at least five (5) members, selected by the Director of Housing and Judicial Affairs or designee. Should a quorum not be available for a hearing, the Director of Housing and Judicial Affairs may appoint ad-hoc members to this Board to hear the case. Decisions will be by majority vote of the hearing panel. The Board will elect a Chair prior to the hearing. With the voluntary consent of the Director of Housing and Judicial Affairs and the charged party(ies), the provisions related to Board composition and quorum may be waived in order to expedite the scheduling and completion of hearing procedures. A majority vote of the hearing panel is needed to reach a decision regarding a finding and, if appropriate, a sanction.

Members have a right to recuse themselves from a case. If challenged by the person whose case is being heard, a member may be excused for cause by the chairperson of the panel. Cause will be determined by the Board members and any alternates present.

Members of the Judicial Board who are charged with any violation of the Student Code of Conduct or with a criminal offense may be temporarily suspended from their position on the Board. Student members found responsible for any such violations or offenses may be permanently or temporarily removed from their position. All removals shall be administered by the Director of Housing and Judicial Affairs based upon sufficient evidence and cause for action.

**Rules Governing Formal Hearings** When a student/student organization representative chooses an option of a formal administrative hearing, or a Hearing before the Judicial Board, the Office of Housing and Judicial Affairs shall set a date and place for a hearing and notify those charged, the Judicial Board and relevant witnesses and participants as to the scheduling of the hearing.

Hearings shall be considered closed and confidential. All statements, information, or comments given during hearings shall be held in strictest confidence by Judicial Board members, University staff, witnesses, advisors, and observers before, during, and after deliberation in keeping with relevant law and policy. Video, audio, stenographic, or photographic recording of hearing proceedings are prohibited, except as authorized by the Office of Judicial Affairs.

If any material facts are in dispute, testimony of witnesses and other evidence shall be heard.

A party charged with a violation is responsible for presenting his/her own case. Advisors are not permitted to speak or to participate directly in any hearing.

The Chair of the Judicial Board, with assistance of the representative for the University, will exercise control over the hearing to avoid needless consumption of time through repetition of information and/or prevent the harassment or intimidation of participants. Any member of the Judicial Board may require the Board to go into private session to discuss and decide a matter by majority vote. The Chair can recess the

hearing at any time. The Chair of the Judicial Board shall insure that all procedures are appropriately followed.

The party(ies) charged with a violation(s) and the Board members shall have the right, within reasonable time limits set by the chair, to present questions for witnesses who testify orally. The Board Chair, subject to provisions in the Student Code of Conduct, may require that questions by the charged party(ies) be addressed to the Judicial Board Chair who can ask these questions of the witnesses.

All hearings shall be conducted in an informal manner and technical rules of evidence will not be applied. Witnesses (except for the charged party or parties) shall be present during a hearing only during the time they are testifying.

The Judicial Board may proceed independently to secure evidence for the hearing. The charged party(ies) shall have access to any evidence at least three (3) days before the hearing, unless exigent circumstances preclude this possibility. The charged party(ies) shall have reasonable time to respond to it.

A staff member from the Office of Housing and Judicial Affairs serves as an ex-officio member of the Board, and may assist in administering the hearing by answering questions regarding procedural issues. This representative may also facilitate the deliberation process, as well as aid in maintaining order at the hearing.

The Office of Housing and Judicial Affairs may authorize University agents to be present to advise the Judicial Board.

If the charged student/student organization representative chooses not to attend the formal hearing, the Judicial Board may proceed with the hearing and reach decisions and impose sanctions without the student's/representative's participation.

A tape or video recording of the hearing shall be kept by the Office of Judicial Affairs until any appeal or any external judicial review has been concluded, or ninety (90) days from the date of the hearing, whichever is longer. No typed record shall be required. The charged party(ies) and advisor shall have the right, upon request, to listen to the recording in the presence of a staff member from the Office of Housing and Judicial Affairs.

The charged student or student organization representative may request a duplicate copy of the recording at his/her/its own expense within a period of ninety (90) days from the date of the hearing.

### **Deliberation and Decisions of the Judicial Board**

After hearing the evidence, the Judicial Board Chair may choose to continue the hearing at a later date if additional evidence or witnesses are needed. After all information has been presented and the charged party has made a final statement, the Judicial Board shall meet in private to discuss the case, reach its decision, and if appropriate, determine a sanction.

Decisions of the Judicial Board must be by majority vote. If the student(s) is(are) found responsible of violating the Student Code of Conduct, the Judicial Board may hear any information concerning any past disciplinary record(s) of the student(s) or student organization(s) in determining an appropriate sanction(s).

The Director of Housing and Judicial Affairs, or designee, shall be responsible for forwarding the written decision of the hearing authority to the charged party(ies). The letter from the hearing authority shall consist of: a. findings of the hearing authority;  
b. sanction(s); and

c. statement regarding the right to appeal and the appeal procedures.

**Appeals - Office of Judicial Affairs** Decisions of the Director of Housing and Judicial Affairs or designee, or from a Judicial Board Hearing, may be appealed by a student/student organization found responsible for a violation to the Vice Chancellor for Student Development. The reasons for an appeal are limited to the following:

The original Judicial Board committed a procedural error in hearing the case which significantly prejudiced the findings of the Judicial Board; and/or,

New evidence, which could not have been available at the time of the hearing, and which is material to the outcome of the case, is available.

All appeals must be made in writing within five (5) University business days of receipt of the original written decision to the Office of Housing and Judicial Affairs who will submit it to the Office of the Vice Chancellor for Student Development. A decision is assumed to be received three (3) University business days from the date of mailing. After review, the Vice Chancellor for Student Development or designee may either: (a) affirm the finding(s) of the original hearing authority, in which case the decision is final; or (b) remand the case to the original hearing authority for further proceedings with directives to attend to procedural errors or new evidence.

In extraordinary circumstances, the Vice Chancellor for Student Development or designee may direct a new hearing with the Judicial Board. All deadlines expressed in any section are subject to change if exigent circumstances exist.

The Vice Chancellor of Student Development or designee shall send written notification of the decision regarding the appeal to the appealing party within fifteen (15) University business days of receiving the appeal barring special circumstances requiring an extension of this time limit. A copy of the decision will be sent to the original Judicial Board and the Director of Housing and Judicial Affairs.

The decision of the Vice Chancellor of Student Development in all appellate matters is the final decision for the University.

**General Provisions** The following provisions apply to participants in all hearing processes conducted by the University or conducted by the University's delegated authority.

**Rights of those charged with violations of the Student Code of Conduct:**

Those individuals and groups charged with violations have the following rights that are protected throughout the hearing process.

The right to be notified in writing of their rights in the disciplinary process.

The right to be notified in writing of the charges against him/her/them with sufficient

Time to prepare for a hearing. In the event that additional charges are brought, a further written notice must be forwarded to the student(s) or student organization(s). The charged student(s) or student organization(s) may waive the right to separate written notice of additional charges in order to expedite the hearing process.

The right to be notified of the date, time, and place of formal hearings at least three (3) University business days prior to the hearing.

The right to know the nature and source of the evidence used in a hearing process. This includes the right to review all documents and exhibits to be introduced at a hearing as well as a list of witnesses asked to testify at the hearing, upon the student's request.

The right to present evidence on one's own behalf.

The right to elect not to appear at the hearing, in which case the hearing shall be conducted in the absence of the charged party(ies).



The right to refuse to answer any questions or make a statement. However, the hearing authority may draw inferences from this refusal.

The right to present questions for the witnesses to answer. The Judicial Board may rule on relevance of these questions.

The right to be accompanied by an advisor throughout the hearing process. The advisor, with the written permission of the charged student(s) or student organization(s), may: a. Advise the accused regarding preparation for the hearing; b. Accompany the accused to all disciplinary proceedings; c. Have access to evidence to be introduced at the hearing.

NOTE: Advisors are not permitted to participate directly in the hearing process, or to speak for the charged student(s) or student organization(s).

**Rights of Victims of Violent Crime Including Sexual Assault** Alleged victims of sexual assault and other violent crime as defined by federal statute are afforded the following rights pursuant to the signing of a confidentiality agreement:

The right to be notified in writing of their rights in the disciplinary process.

The right to have an advisor of their choosing accompany them throughout their participation in the disciplinary process. The advisor, with the written permission of the alleged victim, may:

a. Advise the alleged victim regarding preparation for the hearing; b. Accompany the alleged victim to all disciplinary proceedings;  
c. Have access to evidence to be introduced at the hearing.

The right to submit a victim impact statement to the Judicial Board for consideration.

The right to have past behavior excluded from the determination process.

The right to accommodations in giving testimony consistent with providing a safe atmosphere, and consistent with the rights of the accused.

The right to be notified in writing of the final determination and any sanction imposed as result of the disciplinary process.

#### **Additional Rights of Victims of Sexual Assault**

Alleged victims of sexual assault are afforded these additional rights, pursuant to the signing of a confidentiality agreement:

The right to receive a copy of the formal charges sent to the alleged assailant;

The right to be notified of the date, time, and place of formal hearings at least three (3) University business days prior to the hearing;

The right to have the hearing authority consider providing alcohol or other drugs in the commission of a sexual assault as an aggravating factor when sanctioning the perpetrator.

NOTE: For further information regarding accommodations and rights consult the Campus Sexual Assault Policy.

The University reserves the right to withhold the diploma and/or degree certification of students who have been charged with a violation of University policy even though they may have completed all academic requirements. In circumstances where dismissal is a possibility for disciplinary infractions, the diploma and/or degree certification may be withheld until the disciplinary charges have been resolved and/or sanctions completed.

When a case involves Student Code of Conduct charges against more than one party, the hearing authority shall have the option of choosing the hearing option for all parties and holding one hearing to resolve charges against all parties. Any accused student/student organization will have the right to have separate time during the hearing to discuss their particular case with the Judicial Board without the other parties being present.

If a party(ies) charged with a violation of the Code of Conduct, regardless of which hearing authority may hear the matter, wishes to have the hearing postponed because there is pending or possible civil or criminal litigation which he/she feels might be prejudiced by the findings of a disciplinary process, such postponement may be granted by the Director of Housing and Judicial Affairs or designee, provided that the student agrees to accept conduct probation or suspension in the interim, which may include being banned from parts of or the entire campus and/or other conditions/restrictions. The student shall be informed of what the interim action will be prior to his or her decision to postpone a hearing. The University also has the right to choose to postpone a hearing pending the outcome of a criminal or civil process.

Any person charged with a violation of University rules shall have, when needed, the aid of the University in the reasonable attainment of the information necessary to answer the charges, or requesting the attendance of witnesses at the hearing. When a witness is unable to attend a scheduled hearing, the Office of Judicial Affairs may, if it does not conflict with due process requirements, authorize the witness to make a signed statement that may be introduced at the hearing.

Sanctions imposed by any of the hearing authorities noted (not including Emergency Action) may not be implemented until the internal University appeal process or time period for an appeal has been exhausted.

The charged party(parties) is/are responsible for presenting his/her own case; advisors are therefore not permitted to speak to the hearing authority or participate directly in any hearing.

The standard of proof utilized in all hearings and appeals to resolve Student Code of Conduct charges shall be that of "preponderance of evidence".

Deviations from prescribed procedures will not necessarily invalidate a decision or proceeding unless significant prejudice to the charged student or student organization is shown to have resulted.

Unless otherwise stated, extended in writing, or in exigent circumstances, the time limit for a decision-maker to issue a decision is twenty (20) University business days from the date of the first meeting with the charged student. For good cause, a decision-maker may extend time limits for decisions. Good cause shall include, but not be limited to, the fact that a deadline falls during finals week or during a period such as vacations, finals week, holidays, inter-sessions, summer sessions, or if decision-makers are absent from the University.

The decision of the Vice Chancellor for Student Development in all appellate matters is the final decision for the University. However, the Chancellor has the discretionary authority to review decisions at the Vice Chancellor level or below, and the Board of Trustees has the discretionary authority to review decisions of the Chancellor. Such review of disciplinary decisions will take place only in extraordinary cases, such as where serious procedural issues seem to have occurred or where the decision appears to be in direct violation of University policy. Requests for such review normally will be considered only after the prescribed avenues of appeal have been completed. Requests shall be made by written statement that includes the facts of the case, the type of hearing and appeal and the reasons justifying extraordinary review. Such requests must be filed in the Office of the Chancellor within five (5) University business days of the receipt of the appeal decision. If review is granted, the reviewing authority will determine appropriate procedures. New evidence will not normally be considered.

**Emergency Action** The University may impose emergency action upon a student or student organization when there is reason to believe, based upon available evidence, that the student/student organization poses an immediate threat to the safety, health or welfare of persons, property or the orderly operation of the University. This action is warranted by potential or threatened danger or disruption, and indicated only

when the serious nature or immediacy of the threat requires immediate action. The action is interim in nature, pending the outcome of disciplinary procedures. Emergency action authorized by this policy includes:

Disturbances Related to Mental Health Concerns - the policy outlining how the University may respond to any disturbances by a student that may be related to a mental health concern. The definition of disturbances related to mental health concerns includes, but is not limited to the following behaviors: Self injurious behaviors such as: Overt, self-injurious behaviors (e.g. actions indicating a suicide attempt, self-inflicted wounds, ingestion of toxic substances, overdoses of prescribed medicines.) Other behaviors related to this policy are: (1) Threats of self-injurious behaviors; (2) Threats of damage to property or other persons; (3) Interference with the normal operations or activities of the University its students, faculty and staff; (4) Acts indicating that the student is out of contact with reality and/or unaware of the consequences of his/her actions.

The Office of Housing and Judicial Affairs, when made aware of such behaviors, will work with the University Housing, and any offices involved or necessary to determine the best course of action for the University and the involved student(s) according to the procedures outlined in the Behavioral Intervention Team protocol. This action may include the student's immediate removal from the University or from University Housing. The University, through the Director of Housing and Judicial Affairs or a designee, may additionally require a student to engage in a cooperative, committed relationship with an appropriate outside counseling or psychiatric agency before continuing as a student at the University.

The University may also require that a student provide information from an outside counselor, counseling agency, or psychiatrist indicating the student's ability to continue at the University to the Director of Housing and Judicial Affairs or a designee. The Director of Housing and Judicial Affairs or a designee will make a determination regarding the student's status.

Any other departments, faculty, and staff determined to have a "need to know" will be notified by the Director of Housing and Judicial Affairs or a designee. Examples of such offices/departments/staff with a "need to know" include, but are not limited to: University Housing, the Office of Judicial Affairs, the Disability Services Office, appropriate medical personnel, the Office of Financial Aid, Department of Public Safety, Office of Opportunity Scholars Program and the Department of Student Life. Additionally, if it is determined by a mental health professional that contacting the family or guardian is appropriate, they may do so in concert with the Director or Housing and Judicial Affairs.

In all cases, the Director of Housing and Judicial affairs will notify the student as soon as is reasonably possible regarding their decisions; and the student will be given an opportunity to speak with a counselor or mental health professional as soon as reasonably possible.

Emergency Removal: In cases determined to warrant immediate action, The Director of Housing and Judicial Affairs or a designee shall contact the Vice Chancellor for Student Development to initiate an emergency removal from the University.

Appeal: Should a student wish to appeal a decision of the Director of Housing and Judicial Affairs, the appeal must be made in writing to the Vice Chancellor for Student Development within five (5) University business days of the receipt of the decision. All decisions sent to the student via US mail will be considered received in three (3) business days. The decision of the Vice Chancellor for Student Development is the University's final decision.

Emergency Suspension, Individual Student(s) - This action requires a student to leave University property

immediately, and not return during the suspension period, and/or comply with other stated conditions for a specified period. Emergency suspension may be used to temporarily suspend a student's eligibility for enrollment or attendance, as well as for denial of the student's access to University facilities or property. The Office of Judicial Affairs may impose emergency suspension.

**Emergency Limitation of Privileges, Individual Student** - This action may place a limitation on a student's eligibility to enjoy certain privileges, or participate in or attend certain events (or certain kinds of events) without the suspension of enrollment status. This action may prohibit a student's presence on University property or certain facilities, or impose conditions that must be met in order for that student to enjoy certain privileges, participate in activities, or attend events. The Office of Judicial Affairs may impose this action.

**Emergency Suspension and/or Restriction, Student Organization** - This action may suspend or restrict a student organization for an interim period of time pending the outcome of disciplinary proceedings when there is reasonable cause to believe that the continued activities of the organization and its members may pose an immediate threat to the safety, health or welfare of persons, property or the orderly operation of the University. During the time of suspension the organization may be required to cease all organizational activities and vacate any assigned University space immediately upon written notice. This action may be imposed by the Office of Judicial Affairs for all student organizations, or the Office of Student Life.

When emergency action is taken against a student or student organization the student or student organization representative is given notice explaining the nature, reason for, and duration of the action, as well as any conditions that may apply. A student notified of such action shall, upon written request, be given an opportunity to meet with the University authority taking the action within five (5) business days from the date of the request. This meeting shall be held to consider only the following issues related to the emergency action: a. The reliability of information alleging misconduct; and b. Whether the conduct or surrounding circumstances reasonably indicate the student's presence on campus or continued unrestricted participation in campus affairs or the organization's unrestricted activities would pose an immediate threat to the safety, health, or welfare of persons or property and/or interfere with the orderly operation of the University. It is not the purpose of the meeting to hear evidence concerning guilt or innocence related to pending or possible charges against the student.

Any student who is suspended on an emergency basis and returns to the campus or University property and/or violates other stated conditions during the specified period shall be subject to further separate action and may be treated as a trespasser. Permission to be on campus for a specific purpose must be requested and obtained in writing or by telephone from the Office of Judicial Affairs or designee prior to any conduct contrary to the suspension or restrictions.

Following the imposition of emergency action, standard University disciplinary procedures shall be provided as expeditiously as possible.

**Retention of Student Discipline Records - Office of Judicial Affairs** Type of Records - Records subject to this policy include, but are not restricted to the following:  
Judicial Board reports and decision statements which have been forwarded to the Office of Judicial Affairs for retention; Office of Housing information and documentation, which have been forwarded to the Office of Judicial Affairs for retention or action; Department of Student Life information and documentation which have been forwarded to the Office of Judicial Affairs for information or action; USCB Department of Public Safety Incident and Reports forms which have been forwarded to the Office of Judicial Affairs for information or action; Records of disciplinary proceedings.

The student records of cases which have been resolved with a sanction less than suspension or expulsion

will be maintained in the Office of Judicial Affairs for 6 years from the last day of the spring semester of the academic year of the offense. Students graduating before that time may petition the Office of Judicial Affairs in writing to request that their records be destroyed upon graduation. Records may be retained by the University beyond the normal 6 year period in special circumstances, including, but not limited to, situations when off-campus legal action is taken by any party (ies) involved. When a date for purging records has been reached, records in all formats are to be destroyed. (NOTE: Statistical database may be retained but all information that would identify an individual will be removed.) Records where the discipline sanction was suspension or expulsion will be maintained for a period of at least ten (10) years from the date of the last incident.

**Parental Notification Guidelines (regarding violations of alcohol and drug policies)**

In keeping with federal legislation, the University of South Carolina Beaufort (USCB) and the Office of Judicial Affairs (OJA) have adopted the following:

Parents/guardians may be notified when the following circumstances apply:

1. The student is under 21 years old at the time of offense.
2. This student is found “Responsible” for a violation of the University’s drug or alcohol policies, and:
  - a. The student is placed on either University or Housing probation. This places the student on notice that any additional offense may affect either of these privileges, or
  - b. The resulting sanction(s) affects the student’s availability to live on campus or attend the University (e.g. housing removal/relocation, suspension, or expulsion).

Because not all Student Code of Conduct violations involve alcohol or drug policies and result in this level of sanctioning, parents will not automatically be notified when their student becomes involved in the disciplinary process. The University, however, reserves the right to notify a student’s parents of legal guardian whenever the first two criteria alone are met. Additionally, if parents would like information regarding their student’s disciplinary history or status at the University from the Office of Judicial Affairs, they can request that their son/daughter sign a Waiver of Confidentiality Form allowing the Office of Judicial Affairs to release that information. These forms are available at the

USCB Office of Judicial Affairs  
One University Boulevard  
Bluffton, SC 29909  
843-208-8029

Note: If your student meets the legal standard for “independent status” (e.g. for tax purposes), then parents will not be notified without the student’s expressed written consent.

**APPENDIX**  
**CONSTITUTION OF THE STUDENT GOVERNMENT ASSOCIATION**

**PREAMBLE**

We, the students of the University of South Carolina Beaufort, in order to improve the quality of student life, enhance the student's educational experience, provide good governance for the student body, and contribute to the welfare of the university community, have established this Constitution for the Student Government Association.

**ARTICLE I: TITLE AND MEMBERS**

**Section 1:** The name of the governing body of the student government shall be the Student Government Association (SGA) of the University of South Carolina Beaufort (USCB).

**Section 2:** All full or part-time students registered at USCB are members of the SGA by virtue of their registration and are thereby subject to the by-laws established by the SGA.

**Section 3:** All students registered at USCB shall be entitled to one vote in the special and general elections of the SGA.

**ARTICLE II: STRUCTURE OF THE EXECUTIVE COUNCIL**

**Section 1:** The executive powers of the SGA shall be vested in one Executive Council which shall be comprised of a President, Vice-President, Treasurer, and Secretary General.

**Section 2:** The President of the SGA shall:

- a. Uphold the rules and regulations of the Constitution of the SGA;
- b. Preside over the Executive Council;
- c. Appoint committees and their chairpersons with the advice and consent of a majority vote of the Executive Council;
- d. Remove any chairperson found to be in dereliction of duty, having obtained the supporting vote of the Executive Council;
- e. Appoint a cabinet of advisors who shall report to the Executive Council monthly;
- f. Coordinate the activities of the President's cabinet and review policies made by them;
- g. With the assistance of the Treasurer, and if necessary, the Vice-President, provide for the preparation of a semester budget to be submitted, in writing, to the Executive Council and Finance Committee for review and adjustments;

h. Address the student body in an open session during the third week of each semester to provide an overview of the objectives and initiatives of the Student Government Association. The address shall be recorded in digital format and made available to all students.

i. Act, with the Vice-President, as the official representative of the SGA of USCB.

**Section 3:** The Vice-President of the SGA shall:

a. Assume the duties of the President in his/her absence or upon his/her removal from office;

b. Preside over the Student Senate in the capacity of the President of the Student Senate, voting only in the event of a tie, or if a single vote (1) is needed to reach quorum.

c. Report to the President, members of Senate, and the Constitution Committee;

d. Act, with the President, as the official representative of the SGA of USCB;

e. Perform other duties assigned by the President.

**Section 4:** The Treasurer of the SGA shall:

a. Act as presiding officer of the Finance Committee, voting only in the event of a tie;

b. Report to the President and the other members of the Executive Council all acts and resolutions of the Finance Committee;

c. Require, in writing, all requests for funds from any and all student organizations receiving funds from the SGA;

d. Have access to financial records of any and all student organizations receiving funds from the SGA and ensure proper training for all club treasurers;

e. Provide for the President any assistance needed in preparation of the SGA semester budget to be submitted, in writing, to the Executive Council for review and adjustments;

f. Record all receipts, expenditures, and appropriations of the funds of the SGA. These records shall be public and available for an audit at any time;

g. Perform other duties assigned by the President.

**Section 5:** The Secretary General of the SGA shall:

a. Record and maintain copies of all minutes of the meetings of the Executive Council, and all meetings of the Executive Council and the Student Senate when in joint session;

b. Be responsible for the sending and receiving of official SGA directives;

c. Be responsible for the posting of the minutes of all open meetings in such a place that all students will have access to them;

- d. Be responsible for distributing copies of all directives and minutes of all meetings of the SGA to the library, the Vice-Chancellor for Student Affairs, and the Director of the Student Life;
- e. Be the center of communications for the SGA internally and to the student body;
- f. Meet with the Clerk of Senate no less than once a month to coordinate SGA communication;
- g. Perform other duties assigned by the President.

**Section 6:** Within the Executive Branch, there shall be three mandatory standing committees:

- a. **Constitution Committee:** This committee's function is to determine the constitutionality of any proposed course of action by the SGA or the Executive Council, review and determine the constitutionality of student organization constitutions, review and prepare all proposed amendments to the constitution, and present amendments to the Executive Council and Student Senate in joint session. It shall be presided over by the Vice-President, acting in the capacity of Committee Chairperson and voting only in the event of a tie. The committee's membership shall not be less than three SGA officers (defined as either members of the Executive Council or Senate), and not more than six SGA officers. The committee's members shall be selected by the presiding officer with the advice and consent of a majority vote of the Student Senate.
- b. **Finance Committee:** This committee's function is to determine the feasibility of any proposal that involves the spending of or the raising of funds by the SGA. It shall be presided over by the Treasurer, acting in the capacity of Committee Chairperson and voting only in the event of a tie. The committee shall bring all budget requests to the Senate to be voted on. Once approved by Senate, the requests shall be voted on at the Executive Council prior to being sent up to the USCB administration. The committee's membership shall not be fewer than two SGA officers, and not more than five SGA officers. The committee's members shall be selected by the presiding officer with the advice and consent of a majority vote in the Student Senate.
- c. **Elections Committee:** This committee's function is to organize, publicize, and regulate all special and general election proceedings. It shall be presided over by any SGA officer appointed by the Director of Student Life and he/she shall act as a Committee Chairperson, voting only in the event of a tie. The committee's membership shall not be fewer than two SGA officers, and not more than five SGA officers. The committee's members shall be selected by the presiding officer with the advice and consent of a majority vote of the Student Senate. No member on the committee may run for office. Elections Committee reports directly to the Director of Student Life.
- d. **Communications Committee:** The committee's function is to communicate the happenings of the SGA to both the faculty senate and the student population at large. The Communications Committee is also in charge of collecting, responding to, and filing all the YOUR VOICE recommendation cards. The Committee's membership shall contain no less than three and no more than six SGA representatives. The committee is to be chaired by the incumbent secretary general. Its members shall be selected by the presiding officer with the advice and consent of a majority vote of the student senate.



### **ARTICLE III: STRUCTURE OF THE STUDENT SENATE**

**Section 1:** The legislative powers of the SGA of USCB shall be vested in a Student Senate which shall be comprised of a number of persons not to exceed fourteen (14). Members for the Student Senate shall be elected as follows:

- a. At a time and place designated by the Elections Committee, each student shall cast one vote for the candidates of his/her choice;
- b. Fourteen full or part-time students shall be elected by the student body to serve as Senators for a term of two regular semesters;
- c. All Senators must be nonbiased and represent all campuses and all classes of the student body;
- d. No candidate shall be allowed to watch over, supervise, or campaign at the area of polling;
- e. Student may apply for vacant positions as outlined in Article V.

**Section 2:** The Student Senate shall:

- a. Maintain a GPA of 2.5 or above, or receive at least 2 recommendation letters from a faculty or administration member and be in good standing with the university in accordance with the university policy
- b. Act as the deciding body, by a majority vote, in the event a run-off election does not provide a winner;
- c. Be the body of approval of the Executive Council appointments, by a majority vote;
- d. Provide for the compilation and publication of all Legislative actions;
- e. Establish its own rules for proceedings;
- f. Have regular meetings not to be less than two per month during the semester, open to the student body;
- g. Have the sole powers of initiating impeachment proceedings;
- h. Consider all resolutions and/or bills offered by the Executive Council;
- i. A senate schedule must be drafted by the executive board and approved at the first senate meeting of each semester

**Section 3:** Pro-tempore shall:

- a. Be the most senior Senator in the SGA (In the event that there are more than one, the Senate will vote);

- b. Run the meetings in the absence of the Vice-President;
- c. Perform all duties assigned by the Vice-President and President of the SGA.

**Section 4:** The Clerk of Senate shall:

- a. Be appointed by the Vice-President;
- b. Record and maintain copies of all minutes of the meetings of the Senate;
- c. Be responsible for the sending and receiving of official Senate directives;
- d. Be responsible for the posting of the minutes of all open meetings in such a place that all of the students will have access to them;
- e. Be responsible for distributing copies of all directives and minutes of all meetings of the SGA to the library, the Vice-Chancellor for Student Affairs, and the Director of the Student Life.
- f. Be the center of communications for the Senate internally and to the student body;
- g. Meet with the Secretary-General no less than once a month to coordinate SGA communication
- h. Perform other duties assigned by the Vice-President and President.

**Section 5:** In order to ensure proper representation of the student body from both the Historic Beaufort and Gateway to Hilton Head campuses, the President shall form an advisory council from the Historic Beaufort Campus which shall work in conjunction with the Student Senate to advise the Executive Council and represent student concerns.

**Section 6:** Within the Student Senate there shall be four mandatory standing committees:

- a. **Athletics Committee:** The athletics committee is to monitor the athletics department of the school. The Committee shall be chaired by the SGA Senator representing student athletes. If there are more than one student athlete representative in the Senate, then a Senate majority vote will decide which one chairs the committee. If there is less than one representative then the Executive Board shall appoint a Senator to lead the committee. The Committee shall contain no less than two SGA officers and no more than four. Its members shall be selected by the presiding officer with the advice and consent of a majority vote of the student senate. The Committee's duty is to communicate with all intercollegiate coaches, athletes, and athletic directors at USCB on a monthly basis. They are to present their findings and analysis at every Senate meeting.
- b. **Operations Committee:** The security committee is to monitor the various aspects of operations at USCB, including but not limited to parking, security, and maintenance. The Committee shall be chaired by any SGA senator who volunteers. If there is more than one volunteer, a senate majority vote will decide which one chairs the committee. If there is less than one volunteer then the Executive Board shall appoint a senator to lead the committee. The Committee shall contain no less than two SGA officers and no more than four. Its members shall be selected by the presiding officer with the advice and consent of a majority vote of the student Senate. The Committee's duty is to communicate with the students and the

Vice Chancellor of Finance and Operations on a monthly basis about operations at the school. They are to present their findings and analysis at every Senate meeting.

- c. **Student Services Committee:** The Student Services committee is to monitor the departments of the school that are pertinent to student life on campus (cafeteria, gym, library, dorms, etc.). The Committee shall be chaired by the SGA senator representing on-campus residential students. If there are more than one residential representative in the Senate then a Senate majority vote will decide who chairs the committee. If there is less than one representative then the Executive Board shall appoint a Senator to lead the committee. The Committee shall contain no less than two SGA officers and no more than four. Its members shall be selected by the presiding officer with the advice and consent of a majority vote of the student senate. The Committee's duty is to communicate with the appropriate department heads on a monthly basis. They are to present their findings and analysis at every Senate meeting.
- d. **Sustainability Committee:** The sustainability committee is to monitor growth and environmental concerns at USCB. The Committee shall be chaired by any SGA Senator who volunteers. If there is more than one volunteer, a Senate majority vote will decide which one chairs the committee. If there is less than one volunteer then the Executive Board shall appoint a Senator to lead the committee. The Committee shall contain no less than two SGA officers and no more than four. Its members shall be selected by the presiding officer with the advice and consent of a majority vote of the student Senate. The Committee's duty is to communicate with the students and the Director of Facilities on a monthly basis about the school's environmental concerns. They are to present their findings and analysis at every Senate meeting.
- e. **Recommendations Committee:** The recommendations committee will stand in conjunction with the passage of Section 2 article A. The committee shall be comprised of the immediate past and present president, the past and present Vice president, and past pro tempore, if no longer enrolled the president may appoint members to be approved by the members of the committee. The committee will also have no more than two faculty members, and no more than one staff member. It will be the responsibility of the President to appoint the faculty and staff members.

#### **ARTICLE IV: EXECUTIVE COUNCIL DUTIES**

**Section 1:** The duties of the Executive Council shall be to:

- a. Adhere to attendance policy outlined in Article X.
- b. Open at least one of the Executive Council meetings per semester to the Student Body;
- c. Respond in the event of an emergency;
- d. Adopt its own rules for procedure by a majority vote;
- e. Keep and maintain standing committees with the advice and consent of a majority of the Student Senate.

## **ARTICLE V: OFFICE VACANCY PROCEDURES**

**Section 1:** In the event of the resignation or removal from office of any member of the Executive Council or Student Senate, the President of the SGA shall:

- a. Appoint a member of the Student Body to complete the term of office of the vacated position.
- b. Call for a special election, if a majority of the elected positions in either Executive Council or Student Senate is vacated. The newly elected persons shall serve the remaining portion of the term of office to which they have been elected.

**Section 2:** In the event the presidential position is vacated:

- a. The Vice-President shall become president for a period not to exceed thirty calendar days, during which time the Student Senate will vote whether to allow the Vice-President to assume all duties of the President for the remaining part of the term of office by a majority vote;
- b. The Vice-President shall call for a special election for the office of President if more than half the term remains;
- c. If the Student Senate does not meet within the required thirty days, the Vice-President becomes the president for the remaining portion of the term of office;
- d. Once assuming the office of President, he/she must appoint a member of the Student Body to the vacated position of the Vice-President with the advice and consent of a majority of the Student Senate.

## **ARTICLE VI: IMPEACHMENT AND TRIBUNALS**

Any officer of the SGA, in the capacity of Senator or member of the Executive Council, suspected of conduct unbecoming of an officer, as determined by the Executive Council or by the Student Senate, may be impeached, and if found guilty, this officer will be removed from office.

**Section 1:** Together with a USCB incident report, all the charges brought forth against any officer of the SGA must be filed with the Student Senate and by a majority vote of the Senate impeachment proceedings against that officer will be started. The Pro-Tempore then selects three senators to serve on an investigation committee, to be approved by the Senate. The committee will be responsible for:

- a. Collecting any information that pertains to the charges or character of the SGA member undergoing the impeachment process. Methods for collecting such information consist of, but are not limited to interviews, statements, or documentation;
- b. Constructing an in-depth report containing the incident report, all documentation, transcripts of interviews, statements from all those interviewed, and the proposal presented to senate. These are to be submitted to the Executive Vice-Chancellor for Student Development, Director of Student Life, the prosecutor and the defense;
- c. Summarize and present all evidence to the tribunal with their recommendations to continue with the procedure or drop impeachment charges.

**Section 2:** The tribunal shall have three seats, to be filled by appointments from the Director of Student Life. The tribunal is authorized to:

- a. Disqualify themselves;
  - b. Decide if the Student Body should try the case;
  - c. Try the case themselves.
1. Should the tribunal decide to disqualify themselves:
    - a. The Adviser of the SGA will re-appoint no more than the number of vacant seats on the tribunal.
  2. Should the tribunal decide to try the case before the Student Body:
    - + a. A special meeting shall be called by the consensus of the tribunal;
    - b. Only those students not involved with the impeachment proceedings may cast their votes.
    - c. The appointed prosecutor will present his/her case based on the findings of the investigation committee the pro-tempore has appointed;
    - d. The portion of the Student Body that are present then vote by use of a secret ballot for either the removal or retention of the officer in question;
    - e. A two-thirds (2/3) majority of those students voting is required to remove the officer in question;
  3. Should the tribunal decide to try the case themselves:
    - a. A special meeting shall be called by the consensus of the tribunal;
    - b. Only those senators not involved with the impeachment proceedings may cast their vote;
    - c. The Student Senate then votes by use of a secret ballot for either the removal or retention of the officer in question;
    - d. A two-thirds (2/3) majority of those senators voting is required to remove the officer in question.

**Section 3:** If the defendant is found guilty of the charges brought against him or her, the tribunal can impose the following sanctions:

1. **Permanent Suspension** – Dismissal from the SGA without leave to apply for re-election or re-admittance.

2. **Suspension** - Removal From Student Government decision-making for a period of time not to exceed thirty (30) calendar days, except when voting in a general or special election as members of the student body.
3. **Official Reprimand** – An official letter of reprimand written by the Director of Student Life will be placed in the defendant’s university file, and will remain there during his/her academic career at USCB.
4. **Stipend penalty**- The Tribunal can penalize or nullify the guilty officer’s stipend with the approval of the Director of Student Life, and the Vice Chancellor for Student Development.

#### **Section 4: Appeal Procedures:**

In the event the charged student disagrees with a finding of guilt or sanction of any hearing, Senate, Executive Council, or committee decision he or she may request an appeal in writing to the Vice Chancellor of Student Development within five class days from the date the decision is issued. In the case of an appeal, original sanctions (except summary suspension) are normally put into effect only after the Vice Chancellor makes a decision. The request for appeal will be by memorandum addressed to the Vice Chancellor of Student Development, sent through the Student Development Office, and shall state the reasons for believing the decision of the original hearing authority to be improper.

a. The following procedures are to be followed in the filing of an appeal to the Vice Chancellor of Student Development:

1. The student shall receive written notice through the Office of Student Development of the date, time, and place of the appeal hearing at least five class days prior to the hearing, unless the student waives all or part of the notice period.
2. At the hearing, each party may make statements for the record to the Vice Chancellor of Student Development.
3. If the Vice Chancellor determines that new information is available that was not available at the time of the original hearing, and that this information may have altered the outcome of the original hearing, the case may be remanded to the original hearing authority.
4. The Vice Chancellor shall review the entire record of the original hearing and within three class days of the appeal hearing shall:
  - a. Affirm the original decision unless it is found that:
    - i. The finding of guilt was not supported by reliable and substantial evidence presented at the original hearing;
    - ii. A procedural error was committed which prejudiced the outcome of the case;
    - iii. The original hearing authority misinterpreted the rule or regulation under which the student was charged to the prejudice of that student
  - b. Affirm the decision and modify the sanction if it is unreasonably harsh or disproportionate to the offense charged.

- c. Reverse the decision of the original hearing authority, remand the case for rehearing, and dismiss the charges.
- 5. The decision of the Vice Chancellor shall be sent to the Director of Student Life who shall notify the student and shall proceed to implement the decision. Persons who are not directly involved in an appellate review of a decision or in the enforcement of a sanction shall not have access to the record or results of a hearing without a legitimate educational need to know or the authorization of the charged party or parties.

## **Article VII: Elections**

All elections shall be by secret ballot. All students who are listed on the official roster, or who can prove otherwise that they are students (Treasurer's Fee Receipt or valid Student ID Card), are eligible to cast a vote.

**Section 1:** Elections for SGA Executive Council members shall take place during the last six (6) weeks of the Spring Semester. Persons elected at this time shall hold office until the election and inauguration of the Executive Council in the following Spring Semester.

**Section 2:** In the event of a special election, this election shall be in secret ballot and is open to all students who are listed on the official roster or who can prove otherwise that they are a student.

**Section 3:** The following requirements are placed on any student seeking to hold office in the SGA:

- a. For Executive Council offices, the student must be in good standing with the University in accordance with the policy of the university and must be a full- or part-time student and maintain GPA of at least 3.0;
- b. For a Senate seat, the student must be in good standing with the university in accordance with the policy of the university and must be a full- or part-time student and maintain a GPA of at least 2.5;
- c. The student seeking office can never have been found guilty as a result of an impeachment trial and removed from office at USCB.

**Section 4:** The SGA Officers (Executive Council and Senate) shall hold office during a term of two regular semesters consisting of Fall and Spring and shall be elected as follows:

- a. At the time and place designated by the Election Committee, each student shall cast one vote for the candidate of their choice;
- b. No candidate shall be declared the winner unless the candidate has received at least thirty-five percent of the total vote cast;
- c. No candidate shall be able to watch over, supervise, or campaign in the official area of polling as established by the elections committee;

d. In the event of a tie, or in the event that no candidate receives the required minimum percentage of the total vote cast, there shall be a run-off election within one calendar week of the posting of the final election results, at a time and place designated by the Election Committee between the two candidates that receive the most votes;

e. The procedure of the run-off election shall be the same as the general election;

f. Should the run-off election not provide a winner, the Student Senate shall meet within one calendar week and declare a winner by a majority vote;

g. No person elected or appointed shall officially take office without swearing the following Oath or Affirmation: *"I (state name), do solemnly swear (or affirm) that I will faithfully execute the Office of (state office) and will, to the best of my ability, uphold the Constitution of the Student Government Association of the University of South Carolina Beaufort."*

h. Candidates wishing to appeal the results of any of the elections or election rulings can file a written appeal to the Director of Student Life.

**Section 5:** No student may hold two (2) offices in the SGA at the same time. In accordance with this, no student may be a member of both the Executive council and the Student Senate. (The only exception is the Vice-President who is the president of the Student Senate and only votes in the event of a tie, or if a single vote (1) is needed to reach quorum).

**Section 6:** The members of the student body elected to the Executive Council shall be compensated by the university in the form of a stipend, to be paid upon confirmation of the fulfillment of officer duties. The stipend amount is determined by the duties performed by each officer, with the greatest amount paid to the President. The amount of the stipend shall be agreed upon by the Student Government Association and USCB Administration.

## **ARTICLE VIII: Procedural Codes**

With the advice and consent of the Senate, all offices in Student Government shall adopt codes for a term not to exceed two academic years. After two academic years, codes must be renewed and approved by a two-thirds (2/3) majority of the senate. Any office may amend its codes once a semester pending the advice and consent by a two-thirds (2/3) majority vote of the Senate. Any code passed by the Senate shall go into effect the following semester. Records of all codes shall be on file in the office of Student Government, Student Life, and are public information. All students and student organizations are to abide by these codes. No code passed by any office of Student Government may supersede any law set forth by the USCB Code of Conduct.

## **Article IX: Constitutional Amendments and Legislation**

Any amendment to the SGA Constitution may be proposed by an SGA officer or by petition of one-third (1/3) of the members of the Student Body. Amendments will be developed in conjunction with the Constitution Committee, who will assist in its drafting. Then the proposed amendment will be presented to the Senate and if denied by a 2/3 majority vote, the amendment is dead. If approved, it will then be presented to the Executive Council to be ratified or vetoed. If ratified, the amendment is signed by the



president and then becomes law. If vetoed, the amendment goes to a joint session of the Senate. Every individual is entitled to one vote during joint session. If denied, the amendment is dead. In the event a 2/3 majority vote cannot be determined in this joint session, the proposed amendment is dead. All voting during the legislative process may be done in secret ballot. If approved, the amendment is signed by the President and then becomes law.

**Section 1:** During the period of deliberation and voting, this constitution shall be displayed in an obvious and conspicuous place on campus.

**Section 2:** Upon obtaining a 2/3 majority vote of the Senate and Executive council, a student referendum may be exercised to decide issues pertinent to the student body. At this time, all registered USCB students shall cast in secret ballot one vote. A two-thirds (2/3) majority is required to either veto or approve the issue.

**Section 3:** Initiatives and resolutions may be proposed to the Senate by an SGA officer or by petition of one-third (1/3) of the members of the Student Body. A formal proposition or resolution shall be written for review and debate by the Senate. If denied by a majority (51%) vote or more by the Senate, the bill is dead and can be written for re-evaluation. If approved by a majority (51%) vote or more by the Senate, then the bill moves to the Executive Council. By a three-fourths (3/4) majority vote, the Executive Council shall approve or deny the bill. Should the bill be denied, it may return to the Senate for review and revision. Should the bill be approved, it moves to the desk of the President where it is either vetoed or signed into law. If denied by the President, the bill returns to the Senate, who can override the veto with a two-thirds (2/3) majority vote. No bill passed by the Student Government shall supersede any law set forth by the Constitution of the Student Government Association, except in the even the bill is a constitutional amendment.

**Section 4:** Any law passed by Student Government shall go into effect the following academic year.

## **Article X: Attendance Policy**

**Section 1:** The Executive Council shall adhere to the following:

- a. Attend the two monthly mandatory scheduled meetings during the regular semesters;
- b. Attend all Senate meetings;
- c. Attend any special meetings called by the SGA President or Director of Student Life;
- d. No member shall miss more than two (2) meetings during any one semester regardless of reason;
- e. Tardiness of more than fifteen (15) minutes from the scheduled start time or when the meeting is called to order, whichever is later, will constitute an absence;
- f. Members in violation of this policy will receive a letter of warning upon their second absence from the SGA President or Director of Student Life if the member is the SGA President;
- g. If another absence happens after the letter of warning, the Executive Council may elect to begin Impeachment procedures.

**Section 2:** The Senate shall adhere to the following:

- a. Attend the two monthly mandatory scheduled meetings during the regular semesters;
- b. Attend any special meetings called by the SGA Vice-President, President or Director of Student Life;
- c. No member shall miss more than two (2) meetings during any one semester regardless of reason;
- d. Tardiness of more than fifteen (15) minutes from the scheduled start time or when the meeting is called to order, whichever is later, will constitute an absence;
- e. Members in violation of this policy will receive a letter of warning upon their second absence from the SGA Vice-President;
- f. If another absence happens after the letter of warning, the Vice-President will make a motion to have the Senator in question removed from office;
- g. At this point, the vote will be a joint voting session with Executive Council and Senate;
- h. The Senator will be removed from office if there is a 2/3 majority vote;
- i. The Senator will be notified with the results from the Vice-President.

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The Constitution for the Student Government Association was approved by the Senate on April 15, 2011 by a majority vote and by the Executive Council on April 15, 2011 by a majority vote.

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Luke Giles Kerr-Dineen  
President, USCB SGA Executive Council

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Benjamin Taylor Mason  
President, USCB SGA Senate

## USCB TELEPHONE NUMBERS

### Telephone Listings

**\*\*\*For Emergencies Dial 911\*\*\***

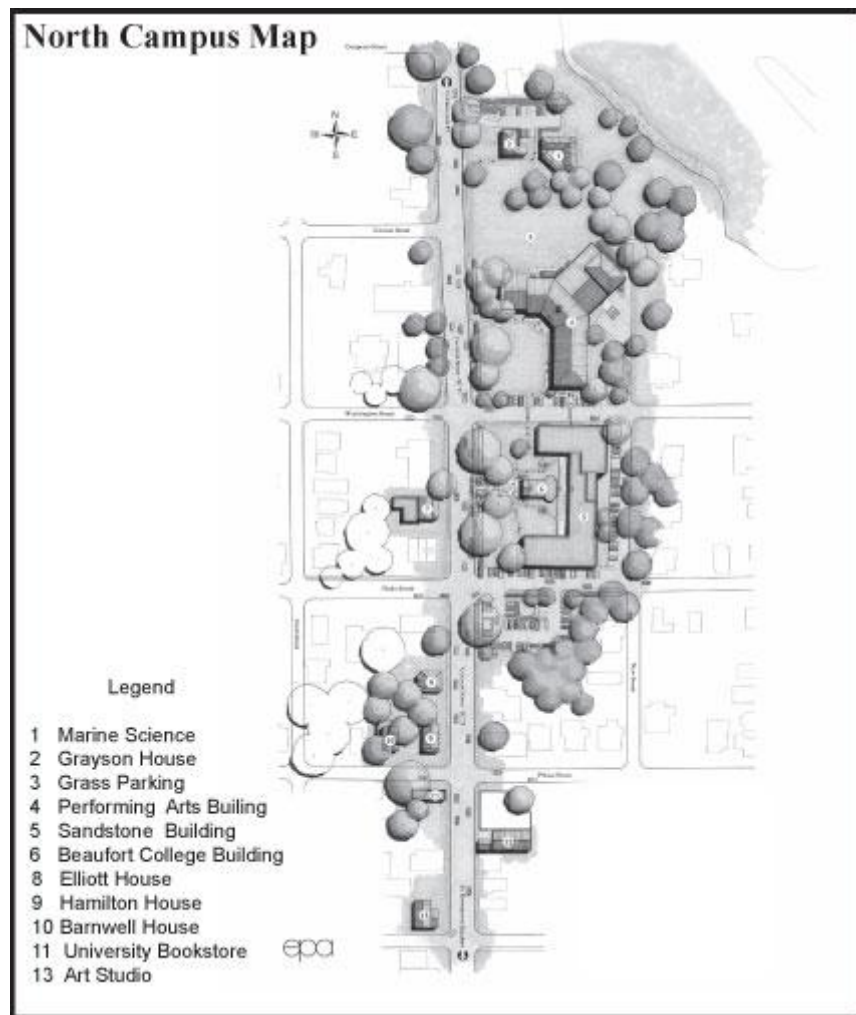
HHG = Hilton Head Gateway Campus (Bluffton, SC)

HB = Historic Beaufort Campus (Beaufort, SC)

For Public Safety	HB 843-521-3189, 843-812-8186 HHG 843-208-8911
Toll Free Information	HB 877-519-4759 HHG 877-885-5271
Main Numbers/Info	HB 843-521-4100 HHG 843-208-8000
MC Air Station Office	843-228-7499
MCRD Parris Island Office	843-208-8149
Bookstore	HHG 843-208-8020
Business Office	HB 843-521-3108, 3106 HHG 843-208-8008
Center for the Arts Box Office	HB 843-521-3145
Financial Aid	HB 843-521-3104 and 521-3194 (FAX) HHG 843-208-8116 and 208-8117
Hawk's Nest Café	HHG 843-208-8277
IT Information	HHG 843-208-8085
Judicial Affairs	HHG 843-208-8722
Libraries	HB 843-521-4198 HHG 843-208-8022
Palmetto Village	HHG 843-208-8722
Registrar	HHG 843-208-8050
Student Development	HHG 843-208-8120
Student Government	HHG 843-208-8121
Student Life	HHG 843-208-8115

The campus maps are being updated to include changes to the campus. It will be available in the future on our website at [http://www.uscb.edu/about\\_us/maps.php](http://www.uscb.edu/about_us/maps.php).

### *Historic Beaufort Campus*



## Gateway to Hilton Head Campus

